

**MINUTES OF THE BOARD OF TRUSTEES
OF THE CLARK PUBLIC LIBRARY
TUESDAY NOVEMBER 14, 2023**

I. OPEN PUBLIC MEETING

The meeting was called to order by Cynthia Seng at 7:30 PM in Accordance with the Open Public Meeting Act NJSA 10:46 et seq pursuant to notice publicly posted at the library.

II. ROLL CALL

Trustees present were: Cynthia Poeltler Seng, Donna Roglieri, Leila Molaie, Karen DeMarco, Carla Wagner, and Angel Albanese.

Also in attendance: Director Megan Kociolek.

III. PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE

IV. APPROVAL OF MINUTES

RES.2023.43

BE IT RESOLVED that the board of Trustees of the Clark Public Library hereby approves the minutes of the October 3, 2023 meeting.

Upon motion by Carla Wagner and seconded by Angel Albanese this motion was unanimously approved.

V. COMMUNICATIONS

- Auditors completed the 2022 audit with no identified issues.
- Union County grant was submitted for the Clark audit.

VI. DIRECTOR'S REPORT

- A YouTube prank group came to the library on November 11 and were told to leave by the staff. They refused, so the police were called. The group left before the police arrived. The library has a written incident report.
- Staff contract proposal: Will be submitted to Megan Kociolek and Donna Rogliari on November 28, 2023. The personal committee will then review it.
- The electrical bid was on the library's website for one month. Library needs to advertise and specifically request a written quote. Angel

Albanese will work with the director on this. Needs to be advertised on the library's website for ten days.

- January 24, 2024 the library will close for staff training on CPR in the morning, and "That's a Great Question: Reference 101" in the afternoon. Snow date is January 31, 2024.
- Four hours of credit were earned for the trustees due to attendance at a recent meeting. Four additional hours are needed. Trustees will view videos on the njlta.org website.
- The library's Open House went very well. Patrons are pleased with LMXAC,
- 120 people attended the recent Penguin Program.

VII PRESIDENT'S REPORT-N/A

VIII. FRIEND'S REPORT

- November 4 Book and Jewelry Sale went well and were profitable.
- Next Jewelry Sale is December 9, 2023 from 10:00 - 12:00.
- Friends are paying half the cost of the program "A Christmas Carol" on December 19, 2023.
- Friends sponsored the Penguin Program and refreshments for the OpenHouse.

VIII. COMMITTEE REPORTS

The Personal Committee will meet following the trustee meeting.

IX. OLD BUSINESS-N/A

X. NEW BUSINESS

A. APPROVAL OF BILLS

RES.2023.44

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby Approves the bill list **in the amount of \$44,010.58.**

Upon motion by Karen DeMarco and seconded by Angel Albanese this resolution was unanimously approved by roll call vote.

B. APPROVAL OF ELECTRICAL WORK ESTIMATE

RES.2023.45

Will table this and readvertise.

C. APPROVAL TO CLOSE ON JANUARY 24,2024 FOR TRAINING RES.2023.46

Upon motion by Leila Molaie and seconded by Lisa Dunn this resolution was unanimously approved by roll call vote.

D. APPROVAL OF 2022 AUDIT RES.2023-47

Upon motion by Lisa Dunn and seconded by Angel Albanese this resolution was unanimously approved by roll call vote.

XII. PUBLIC PARTICIPATION

As per Board Resolution of 92-24 passed 10, 1992, a member of the public will be limited to one five minute period and that the number of periods available to a single individual is limited to two five minute sessions at the discretion of the Chair.

XIII. NOTICE OF THE NEXT BOARD MEETING

The next Regular meeting of the Board of Trustees of the Clark Public Library is take place on **December 12, 2023 at 7:30 PM** at the Clark Public Library.

XIV. ADJOURNMENT

Upon motion by Karen DeMarco and seconded by Leila Molaie the meeting was Adjourned at 8:01 by Cynthia Seng.

Respectfully submitted,
Karen DeMarco