

For Trustee(s) attending remotely:

Note: the virtual platform is ZOOM:

<https://us02web.zoom.us/j/86746998258?pwd=NkNNcjRFRjVkdTVRqRUV2dIY5N0NvQT09>

Freehold Public Library
Library Trustees Meeting Agenda
Freehold Borough Municipal Building (Library's temporary location)
30 Mechanic St

Tuesday, January 9, 2024; 7:00 p.m.

Library's permanent address:
28½ East Main Street, Freehold, New Jersey
732-462-5135

1. Call to order.
2. Roll call: (Trustees): Elisha Carter, Jenny Conger, Jane Kaye, Maureen MacCutcheon, Jack Shea, Zahra Clarke, Michael Faccone, Annette Jordan. Others: Kathy Mulholland (library director).
3. Opening Statement. *"Notice of this meeting as scheduled has been provided as published in the Trustee's 2023 meeting schedule, as posted at the library facility; shared on the library's public calendar; various social media, and monthly newsletter; municipal offices of the Borough of Freehold, and newspapers of record of the Borough of Freehold."* [N.J.S.A. 10:4-6 (1973)]
4. Renovation Project Update by Anthony Maltese from Abbington Engineering.
5. Reading and Approval of the minutes of the November 2023 meeting.

Motion to Approve by: _____ Seconded by: _____

6. Correspondence:
7. New business:
 - Welcome Zahra Clarke to Trustees.
 - AMENDING Trustee 2024 meeting schedule: Propose change to Second Tuesdays at 7:00 p.m.:
 - January 9
 - February 13
 - March 12
 - April 9
 - May 14

June 11
 July 9
 August 13
 September 10
 October 8
 November 12
 December 10
 January 14 [2025]

Motion to Approve by: _____ Seconded by: _____

- Resolution requests:

Resolution Accepting Shorelands Change Order 3 for \$10,810.00 for renovation project regarding redundant side ramp: demolition of ramp, construction of steps, installation of rail to match remainder of work on site. Work to accommodate relocation of air conditioner condensers on the east side of the building to the ground in the area currently occupied by ramp.

Motion to Approve by: _____ Seconded by: _____

Resolution for Blanket PO (HotSpots): *[Director's note: this resolution allows for the timely payment of this regular monthly expense.]*

“Whereas the monthly charge for T-Mobile HotSpot (portable Wi-Fi) service provided by T-Mobile, as of the date of this action, is \$57.40 per month; and the Library intends to continue using T-Mobile as the vendor for Hot Spot services for Freehold Public Library; and the Library Director is instructed to promptly alert the Library Trustees to any substantive changes in the contract or service provided by T-Mobile, we hereby authorize monthly payments to T-Mobile of \$57.40 (along with reasonable service cost increases and fees totaling up to \$75 per month) for HotSpot service through the 2024 calendar year by action of this single resolution.”

Motion to Approve by: _____ Seconded by: _____

Resolution for Blanket PO (Book/material purchases):

“Whereas the library’s mission includes acquisition of physical material (including books, audio/videos, magazines, etc.) available for public use; and the primary acquisition sources for such material is Baker & Taylor, with additional material obtained via Amazon or other booksellers, the Trustees of Freehold Public Library direct the Library Director to requisition and purchase such materials as appropriate for the library’s collection through the 2024 calendar year. The Trustees will memorialize

purchases via regular Trustee meetings (“Purchase Orders” list). These materials will be paid through the appropriate budget lines according to standard operational practices. Trustees hereby authorize referenced material purchases through the 2024 calendar year by action of this single resolution.”

Motion to Approve by: _____ **Seconded by:** _____

Resolution affirming ordinary purchases in furtherance of library operations:

“Whereas there are certain ordinary expenses incurred in the operation of the library including processing materials, paper/janitorial supplies, craft and snack items for programs, office supplies, occasional equipment and furnishings, etc., purchased by various vendors approved by the Borough of Freehold, ordered via the Borough of Freehold procurement office or by the Library Director, the Trustees of Freehold Public Library direct the Library Director to requisition and purchase such materials as necessary for the library’s efficient operation through the 2024 calendar year. The Trustees will memorialize purchases via regular Trustee meetings (“Purchase Orders” list or regular Budget Reports). These materials will be paid through the appropriate budget lines according to standard operational practices. Trustees hereby authorize referenced material purchases through the 2024 calendar year by action of this single resolution.”

Motion to Approve by: _____ **Seconded by:** _____

Resolution Acknowledging 2024 Trustees of the Freehold Public Library roster:

“Library Trustees acknowledge appointment of Trustees and, where indicated, designees or liaisons for 2024, as [proposed as of publishing of this agenda] resolved by the Mayor and Council of the Borough of Freehold at their January 7, 2024, reorganization meeting, as follows:

Maureen MacCutcheon (term ending 2028)
Michael Faccione (Mayor’s Designee, one year)
Tomi (Elisha) Carter (Alternate to School Superintendent, one year)
Annette Jordan (Council Liaison)

Continuing (unexpired terms):

Jane Kaye
Jenny Conger
Zahra Clarke
John (Jack) Shea”

Motion to Approve by: _____ **Seconded by:** _____

8. Reopening Activities:

- Open House (March? in coordination with HPC)

9. Purchase orders (subject to addition):

PO 23-00006-12	Baker & Taylor	Book order	260.81
	Amazon	Changing Tabler	1299.99
PO 23-01651	Kempton Sheds		4070.00
PO 23-01644	Exemplis/Sit on It Seating	4 chairs for Kitchenette	1121.00
PO 23-00006-12	Baker & Taylor	Book order	260.81
PO 23-01647	Kimball International Brands	2 Lounge chairs	2835.60
PO 23-01648	Affordable office	2 staff desks; kitchenette table	5648.16
	Amazon	Terrace furniture; equipment	3843.04
PO 23-01668	Janway	Library card wallets	638.00
PO 23-01669	Safe Life	Security cameras (4)	6450.00
PO 23-01670	Printing2Go	Business cards	290.00
PO 23-01672	Worldbook	2024 encyclopedia	1199.00
PO 23-01679	Archway	Blinds lower level	2526.00
PO 23-01688	Game Time	Bike rack and 2 park benches	8638.59

	Home Depot	Floor mats, 2 benches for terrace	4779.69
PO 23-01696	Ben Shaffer equipment	Two park trash cans	3600.00
	Amazon	2 TVs/mounting hardware	875.93
	Amazon	4 Headphones, date stamp	117.01
	Amazon	6 clocks	144.73
	Amazon	Office supplies	78.16
PO 23-01712	Asbury Park Press	Subscription balance	156.01
PO 23-01715	Morris Plate Glass	Mirrors in rear gallery	2850.00
TOTAL:			\$51,682.53

Motion to Approve by: _____ Seconded by: _____

10. Old Business:

11. Director's Update:

DISCUSSION/FYI:

- Made library cards (93 for PAE 3rd Graders who didn't already have and for whom the school obtained parent's permission).

REPORTS:

- January 2024's newsletter: <http://tinyurl.com/FPL-JAN2024>
- Library "door count" (recent dates to left on chart):
https://docs.google.com/spreadsheets/d/1ahdLE_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing
- Door count December: 435; 2023: 5,915 (Borough Hall location)
- Computer users December: 120; 2023: 1,622 (Borough Hall location)

- Physical material check-outs (“circs”) December: 119; 2023: 2,002 (Borough Hall location)
- eBooks/downloadable audio via eLibraryNJ (Libby) December: 359; 2023: 4,386; eBooks via Boundless(aka Axis360) December: 0; 2023: 5
- Videos: Kanopy videos played December: 4; 2023: 222; Access Video On Demand videos December: 8; 2023: 72
- Trustee training December: None reported
- Library’s Spending Report for FY 2023:
[https://drive.google.com/file/d/1ABudcAMLawKAmSwPj7e90Q3heRedvC9m/vi
ew?usp=sharing](https://drive.google.com/file/d/1ABudcAMLawKAmSwPj7e90Q3heRedvC9m/vi
ew?usp=sharing)

12. Other Renovation Project Update items not included in Architect’s update:.

- Link to Kathy’s Renovation Project document’s launchpage.
- Kathy’s observations

13. Open to public discussion

14. Adjournment.

Motion to Adjourn by: _____ Seconded by: _____

Time: _____

Next meetings (if approved): Second Tuesdays at 7:00 p.m.

February 13
March 12
April 9
May 14
June 11
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Updated 1/5/2024

Agenda closed/published 1/5/2024 4:00 p.m.

/km