

For Trustee(s) attending remotely:

<https://us02web.zoom.us/j/86746998258?pwd=NkNNcjRFRjVhTVRqRUV2dIY5N0NvQT09>

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Freehold Public Library  
Library Trustees Meeting Agenda  
Freehold Borough Municipal Building (Library's temporary location)  
30 Mechanic St  
2nd Floor Conference Room

**Thursday, January 12, 2023; 8:00 a.m.**

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

1. Call to order. (Jane)
2. Roll call: (Trustees): Jane Kaye, Maureen MacCutcheon, Branford Rogers, Elisha Carter (Zoom), Annette Jordan, Jack Shea, Jenny Conger, Karen Ubada, Others: Kathy Mulholland (library director).
3. Opening Statement (Jane). *"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. Reading and Approval of the minutes of the December 2022 meeting. Link: [https://drive.google.com/file/d/1w9Qe6PgY\\_Oqq2ILlOBQbswjGw4UqrRiK/view?usp=sharing](https://drive.google.com/file/d/1w9Qe6PgY_Oqq2ILlOBQbswjGw4UqrRiK/view?usp=sharing)

Motion to Approve by:

Seconded by:

5. Correspondence:
6. New business:
  - Resolution requests:

**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 2023 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 2023 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 2023 calendar year by action of this single resolution.

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Resolution for Blanket PO (Materials/supplies purchases):**

“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 2023 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 2023 calendar year by action of this single resolution.”

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Resolution Acknowledging 2022 FY Spending Report:**

“Library Trustees acknowledge Library’s Spending Report prepared by Borough of Freehold for FY 2022 as presented by Library Director, link to file:  
<https://drive.google.com/file/d/14py6w1dR4fC8d7jeSs-xtSxorQLXJb10/view?usp=sharing>

Motion to Approve by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Resolution Acknowledging 2023 Trustees of the Freehold Public Library roster:**

“Library Trustees acknowledge appointment of Trustees and, where indicated, designees or liaisons for 2023, as resolved by the Mayor and Council of the Borough of Freehold at their January 1, 2023, reorganization meeting, as follows:

Jane Kaye (new term ending 2027)  
Karen Ubeda (Mayor’s Designee, one year)  
Tomi (Elisha) Carter (Alternate to School Superintendent, one year)  
Annette Jordan (Council Liaison)

**Continuing (unexpired terms):**

Maureen MacCutcheon  
Jenny Conger  
Branford Rogers  
John (Jack) Shea

**Motion to Approve by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Proposed 2023 Holiday Schedule** (\*dates determined by Trustees; others are set by Freehold Borough).\*\*

Mon 1/16 - Martin Luther King Day  
Friday 2/17 - Lincoln's BD  
Mon 2/20 - Presidents Day  
Fri 4/7 - Good Friday  
Sat 4/8 - Day before Easter\*  
Sat 5/27 - Memorial Day weekend\*  
Mon 5/29 - Memorial Day  
Mon 6/19 - Juneteenth  
Tuesday 7/4 - Independence Day  
Sat 9/2 - Labor Day weekend\*  
Mon 9/4 - Labor Day  
Mon 10/9 - Columbus Day  
Fri 11/10 - Veterans Day  
Wed 11/22 - closing at 5pm (instead of 9pm) for Thanksgiving\*  
Thurs 11/23 - Thanksgiving Day  
Fri 11/24 - Day after Thanksgiving  
Sat 11/25 - Thanksgiving weekend\*  
Sat 12/23 - Christmas Weekend\*  
Mon 12/25 - Christmas Day  
Sat 12/30 - New Year's Weekend\*  
Mon 1/1/2024 - New Year’s Day

\*\*The library will remain on the Freehold Borough Municipal Building's schedule (weekdays 8:30 a.m. to 4:30 p.m., weekdays only) while the library building is undergoing renovation.

Motion to Approve by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

7. Purchase orders (subject to addition):

PO 22-00071-13	Baker & Taylor	Book order	1062.83
PO 22-01666	Ebsco Industries	Periodicals 2023	3814.75
PO 22-01674	Archway Drapery & Blind	New blinds upstairs	3728.00
PO 22-01762	Demco	New bookcases children's room	7149.33
PO 22-01768	Brodart	New furniture children's room	3182.86
PO 22-01759	Dell	New Catalog computers	3580.00
	Amazon	Floor mat for children's room	79.96
	Amazon	3 filing cabinets	407.94
	Amazon	Furniture for teen room	765.79
	Amazon	Color Printer & toner	848.96
<b>TOTAL:</b>			<b>24,620.42</b>

Motion to Approve by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

8. Old Business:

9. Director's Update: (Kathy)

## DISCUSSION/FYI:

- Video services review: (see report; we have two video providers now)
- Making library cards for all Borough 9th graders (and new students) at Freehold High School and 3rd graders at Park Avenue Elementary School.
- Circ numbers for 2022: substantial uptick in digital materials compared to physical.

## REPORTS:

- January's newsletter: <https://tinyurl.com/FPL-JAN2023>
- Library "door count" (recent dates to left on chart):  
[https://docs.google.com/spreadsheets/d/1ahdLE\\_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1ahdLE_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing)
- Door count December: 941 (for 2022: 14,822)
- Computer users November: 214 (for 2022: 3,540)
- Physical material check-outs ("circs") December: 212 (for 2022: 2,654 )
- eBooks/downloadable audio via eLibraryNJ (Libby) November: 260 (for 2022: 3,501)
- eBooks via Axis360 December: 1 (for 2022: 6)
- Kanopy videos played December: 27 (for 2022: 184)
- Access Video On Demand videos December: 30 (for 2022: 30)
- Trustee training November: None reported

## 10. Renovation Project Update:

- [Link to Kathy's Renovation Project document's launchpage.](#)
- Schedule:
  - Extensive site work (exterior) accomplished in December 2022.
  - Asbestos remediation to begin the week of January 23, 2023 (maybe a little sooner--waiting for paperwork from State), per contractor.
  - Completion: August 2023 (projected 8 months)

## 11. Update from Friends of the Library Liaison/representative: [Friends on hiatus until after renovation]. Gift from Friends of the Library: \$887.04 (closed their checking account).

## 12. Open to public discussion

## 13. Adjournment.

Motion to Adjourn by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Time: \_\_\_\_\_

## Future meetings (2023):

January 12

February 9

March 9

April 13  
May 11  
June 8  
July 13  
August 10  
September 14  
October 12  
November 9  
December 14

Updated 1/9/2023

Agenda closed/published 1/9/2023 4:30 pm  
/km