

For Trustee(s) attending remotely:

Note: the virtual platform is ZOOM:

<https://us02web.zoom.us/j/86746998258?pwd=NkNNcjRFRjVkJkTVRqRUV2dIY5N0NvQT09>

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

Thursday, September 14, 2023; 8:00 a.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, 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 Abbingdon Engineering.
5. Reading and Approval of the minutes of the August 2023 meeting.

Motion to Approve by: _____

Seconded by: _____

6. Correspondence:
7. New business:
 - For Trustee consideration: Newspapers.com institutional subscription (northeast regional collection): \$2720 (reflecting 15% discount as we already subscribe to NJ Historic collection). For comparison: Individual/personal subscriptions are almost \$80/yr.
 - Parking: Per Mike Sweetman (Parking Authority), we at the library may "validate" parking. Kathy proposes waiving parking fees generally for *Borough residents while using the library*, and *any attendees attending programs in the library*. We are awaiting details on how to utilize the Flowbird system for this process. Parking is free before 11:00 a.m. so doesn't affect Toddler Time. When

we return to East Main Street, we will have 5 spaces behind the library designated for library parking during library hours; however, they won't be exempt from parking fees without validation.

- For future: Library Operating Hours - consider for discussion of expanding hours.
- Staffing: short-term/mid-term/long-term needs.

8. Reopening Activities:

- Open House (December or January, in coordination with HPC)

9. Purchase orders (subject to addition):

PO 23-00006-08	Baker & Taylor	Book order	240.21
PO 23-01084	ProQuest	NJ Historic Newspapers subscription	827.52
TOTAL:			\$1067.73

Motion to Approve by: _____ Seconded by: _____

10. Old Business:

- Vacancies - unexpired term of Branford Rogers and Mayor's Alternate to finish unexpired annual term of Karen Ubeda.

11. Director's Update:

DISCUSSION/FYI:

- Policy/procedures: Resource Management policy: revised draft presented at August meeting.
- "Game Day" program concluded in August; Toddler Time will continue as long as weather permits.
- 185 Library Cards made or updated for incoming Freehold Regional High School District Borough Resident freshmen.

REPORTS:

- September's newsletter: <https://tinyurl.com/FPL-SEO2023>
- Library "door count" (recent dates to left on chart): https://docs.google.com/spreadsheets/d/1ahdLE_vPc8t4VdwwYI0jrINvzpedZ8x6Zky4rMdEi04/edit?usp=sharing
- Door count August: 596 (Borough Hall location)
- Computer users August: 186 (Borough Hall location)
- Physical material check-outs ("circs") August: 208 (Borough Hall location)

- eBooks/downloadable audio via eLibraryNJ (Libby) August: 377; eBooks via Axis360 (Changing name to Boundless) August: 0
- Videos: Kanopy videos played August: 3; Access Video On Demand videos August: 4
- Trustee training August: None reported

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

- Link to Kathy's Renovation Project document's launchpage.
- Kathy's observations:
 - Completion: not as soon as "late fall" as we've been hoping.
 - Foyer addition is substantially built.

13. Open to public discussion

14. Adjournment.

Motion to Adjourn by: _____ Seconded by: _____

Time: _____

Future meetings (2023):

October 12
November 9
December 14

Updated 9/8/2023

Agenda closed/published 9/12/2023 8:30 a.m.

/km