Present:  Jimmy Alvarez, Bruce Blattner, Kathleen Casserly, Darleen Havens, Pat Hutchinson, Johanna Roper-Robinson, Sharon Russell-Fowler, Michael Schappert

Absent:  Danielle Arnold, Jerry Buccafusco, Mario Rondinaro

Also present:  David Hallman and Luis Pulido

The meeting was called to order at 6:30 pm. Ms. Russell-Fowler read the notice of the meeting. Attendees pledged allegiance to the flag.

Ms. Havens made a motion that we approve the minutes of the October 16 meeting. Mr. Blattner seconded. The motion was carried unanimously.

Director’s Report

• The architects will visit the library Dec. 11. The capital reserve is $174K. It will cost $220K to include the new front door in the project.
• The staff have been working on the 2024 calendar. The number of days off is based on the contract with the borough. The library will be closed for:
  —Thanksgiving: Nov. 23-26 (4 days)
  —Christmas: Dec. 23-25 (3 days)
  —New Year: Dec. 31 & Jan. 1 (2 days)
• The basement is still not usable while we wait for the mold/air test.
• The cost of library cultural events is too high, largely because of food costs. The Diwali event attracted 200 people. We need to go to a more limited menu. Perhaps just desserts. Other ways to offset these costs include having patrons pay for classes and events.

President’s Report:

• Ms. Russell-Fowler is working on getting a lilac for the Lois Gallagher tribute.
• The window installation has been rescheduled for January.
• The sign in the marina is advertising the Library’s Christmas Concert
• A staff meeting on special needs was scheduled.
• The Strategic Plan’s needs assessment phase is underway. Leslie Naughton is conducting that research through emails and meetings. From this information, a likely four goals should emerge which we can plan to address strategically.
• Ms. Russell-Fowler asked where the equipment for the visually impaired pa-
tron would likely be located.

- Our license for showing movies has been reinstated.
- We may want to consider reinstating the opera series, since it is popular, especially with seniors.
- The library will have a holiday Pet Supply Donation Day or weekend around Dec. 9-10. The Monmouth SPCA and Humane Society will assist and benefit.

**Treasurer’s Report**

Ms. Havens reported the following financial report for October, 2023:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Amount</td>
<td>$786,808.20</td>
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<tr>
<td>Spent to date</td>
<td>$412,101.06</td>
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<tr>
<td>Waiting to pay vendor</td>
<td>13,987.69</td>
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<tr>
<td>STD &amp; Waiting</td>
<td>$426,088.75</td>
</tr>
<tr>
<td>Balance of Budget</td>
<td>$360,719.45</td>
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</tbody>
</table>

Ms. Roper-Robinson proposed adjournment at 7:30 pm. Ms. Casserly seconded. The board voted unanimously to adjourn the meeting.

Submitted by Pat Hutchinson, 12/10/23