

East Brunswick Public Library
Board of Trustees Meeting
February 16, 2021

Attendees:

JoAnn Chmielowicz	Melissa Kuzma, Library Director
Mayor Brad Cohen, President	Mike Bobish, Assistant Library Director
Dr. Ken Freedman	Daragh McAuley, Exec. Administrative Ass't.
Aarti Punjabi, Treasurer	Karen Karnchanapee, Pres., Friends of the Library
Kathy Spadafino	Linda Carbley, Pres., Friends of the Library
Nicole Tibbetts, Secretary	Melissa Hozik, Adult Programming Librarian
Ashish Verma	Martha Hess, Reference Librarian
Barbara Wendell	Mary Pan

Note: The meeting was held via zoom conference.

Mayor Cohen called the meeting to order at 7:01 pm. A roll call was made and a quorum was present. Mayor Cohen stated that the meeting was advertised and the open public meeting act requirements were met.

All rose for the Pledge of Allegiance.

Agenda:

Dr. Freedman made a motion to adopt the February 16, 2021 agenda. Ms. Wendell seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: none.

Minutes of January 19, 2021- Open and Closed Meetings:

Ms. Wendell made a motion to approve the minutes of the January 19, 2021 Open and Closed meetings. Ms. Tibbetts seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

Public Participation:

Karen Karnchanapee, co-President of the Friends of the Library, reported that the Friends held a fundraising event at Red Robin on February 15 and have plans for another at Chipolte on April 17. A new Gertrude Hawk candy sale has begun, as well as another Bonfire tee shirt campaign. The Friends will host a virtual book talk with Author Jodi Eichler-Levine on February 18. A virtual wine bottle painting event is scheduled for March 5, and the spring general meeting will feature a talk by Steve Hirdt, a sports statistician. The Friends hope to be able to accept book donations in the near future.

Mayor Cohen introduced Mike Bobish, the new Assistant Director, and each board member introduced themselves in turn.

There was no teen report this month.

Ms. Kuzma reported that the Foundation Board met on February 3 for a brief meeting. The discussion centered on the next phase of the Construction Bond application, and how the Foundation will begin fundraising efforts for the project.

Mayor Cohen had no report from the Township.

Ms. Kuzma gave a detailed presentation on what LMxAC (Libraries of Middlesex Automation Consortium) is, including statistics on EBPL usage of this service. She listed all of the benefits that East Brunswick residents receive, and the cost savings that the library sees being a member of this group.

Treasurers Report:

Mayor Cohen shared that he will have library administration and the township CFO reformat some of the reports in the next few months. The Board reviewed the Treasurer's report, the monthly statistics and the reserve and bank reports. Ms. Wendell made a motion to approve the January 27, and February 17, 2021 bill lists. Dr. Freedman seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

Building Committee:

Ms. Kuzma reported that she, Aaron Pickett, Mayor Cohen and Dr. Freedman met with representatives from NK Architects to discuss what to prioritize in the next phase of the construction bond application. They discussed minimizing demolition, prioritizing the children's and teen spaces and making the restrooms barrier free. They would like to keep the project in the \$4 million range, and include a new HVAC system as well as Covid-19 improvements, such as touchless features and easy to clean surfaces.

Director's Report:

Ms. Kuzma reviewed some highlights of the report, including:

- Over 2,500 curbside pick-up appointments were made in January;
- Patrons can now schedule their own curbside pick-up appointment on-line;
- The many Adult programs in January featured a trivia night and a program on climate change;
- The Match+Book program was very popular with 137 requests.

Ms. Chmielowicz made a motion to approve the staff changes in the January Director's Report. Ms. Tibbetts seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

Old Business:

A. Covid-19 Update

Ms. Kuzma reported that with the Covid-19 numbers going down, she and Mayor Cohen discussed opening the library again on March 1 in a limited capacity. Ms. Kuzma said that several other libraries in the area are also discussing, or planning, on re-opening. The maintenance staff will continue with the cleaning and sanitizing schedule that they had in the fall. Mayor Cohen made a motion to re-open the library on March 1, 2021. Dr. Freedman requested that the Board reserve the right to rescind this decision, should the Covid numbers start to increase again. Ms. Tibbetts seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

B. Amendment to By-Laws: Moving the Board of Trustees Meeting Date

Mayor Cohen requested that the Board meetings be moved to the 4th Tuesday of the month. Dr. Freedman requested that the start time be moved to 7:30pm. Dr. Freedman made a motion to approve the amendment to the By-Laws to reflect these changes. Ms. Chmielowicz seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

New Business:

A. 2021 Committee Assignments and Community Members on Board Committees

Mayor Cohen shared that he would like to see some members of the public serve on some of the Board committees, in order to solicit more community involvement. He suggested asking up to 3 members of the public to serve on the Building and Policy committees. These positions would not be voting positions. Ms. Tibbetts would like to see some diverse members of the community in these positions.

Ms. Punjabi made a motion to add up to 3 members of the community to the Building and Policy committees. Ms. Wendell seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

B. Ethics policy

A copy of the ethics policy was sent to each board member and they are being requested to read it and sign it each year. Ms. Kuzma explained that this form was obtained from the American Library Association.

C. Ethics Training

Mayor Cohen would like the Board to receive some ethics training through the township's Joint Insurance Fund. He will look into arranging this for a future Board meeting.

D. Staff Appreciation Week – April 4-10, 2021

Ms. Kuzma shared that this is usually held during National Library Week, and due to the Covid-19 shutdown, it was not celebrated last year. Traditionally a catered lunch and dinner are brought in for staff, but due to current circumstances, she suggests possibly a boxed lunch. In the past, the Board has made either a monetary contribution, or a dessert, and has written individual thank you notes to the staff. Ms. Kuzma will determine what the budget will be for this and report back to the Board.

E. Resolution #10780 Transfer of Funds to the East Brunswick Public Library Foundation

Resolution #10,780

Transfer of Funds to the East Brunswick Public Library Foundation

WHEREAS, the East Brunswick Public Library received donations to be used for Holocaust materials; and

WHEREAS, funds in the amount of \$4,988.92 were initially put into the Library's Donation account; and

WHEREAS, the East Brunswick Public Library Foundation coordinates and runs the annual Holocaust Memorial Program with Michael Kesler.

BE IT RESOLVED that the East Brunswick Public Library Board of Trustees authorizes a transfer of \$4,988.92 to the East Brunswick Public Library Foundation to be used for the annual Holocaust Memorial Program.

Dr. Freedman made a motion to approve the above resolution. Ms. Spadafino seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

F. Room Rental Refund to Indian Cultural Society

Ms. Agrawal is requesting a \$150 refund for the meeting room that was reserved by the Indian Cultural Society last spring, which was cancelled due to the library being closed for Covid-19. Mayor Cohen moved to approve the refund. Dr. Freedman seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts, Mr. Verma and Ms. Wendell. Voting no: None.

Information Items:

Ms. Kuzma pointed out the 2020 Annual Report that was included in the Board packet, and encouraged all of the Board to read it. There being no further business, Dr. Freedman made a motion to adjourn at 8:23 pm. Ms. Wendell seconded.

Respectfully submitted,
Ms. Nicole Tibbetts, Secretary