

East Brunswick Public Library
Board of Trustees Meeting
May 16, 2023

Attendees:

Otu Amankwah	John Arthur, Library Director
JoAnn Chmielowicz	Maria Carmelo, Exec. Admin. Assistant
Wayne Christie	Debbie LeSeur, Friends Co-President
Dr. Ken Freedman	Jaden He, Teen Representative
Lisa Gurevich	
Nicole Tibbetts	
Ashish Verma (arr. 7:46 pm)	
Verne Whitlock, Mayor's Alternate	

Township Attendees:
Mayor Brad Cohen

Ms. Chmielowicz called the meeting to order at 7:30 pm. A roll call was made and a quorum was present. Ms. Chmielowicz stated that the meeting was advertised and the Open Public Meeting Act requirements were met.

All rose for the Pledge of Allegiance.

Minutes of April 18, 2023:

Mr. Amankwah made a motion to approve the minutes of the April 18, 2023 meeting. Ms. Tibbetts seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Dr. Freedman, Ms. Gurevich, Ms. Tibbetts, Mr. Verma and Mr. Whitlock. Voting no: None. Abstaining: None.

Public Participation:

Jaden He reported that the teens held 10 programs in April, including the Teen Action Group (TAG) meeting, the Ivy League Debate Club and a program entitled How to Pay for College. Also, 11 volunteers put in 70 hours total in the month of April, helping with materials for Maker Day.

Ms. Le Seur announced that there will be a new EB Friends of The Library board for the 2023-2024 year. Also, The Friends raised \$4,000 with their popular Pocketbook Bingo event on April 28th. The Friends are currently planning a Bunco Night at the VFW on June 16th.

Mr. Arthur reported that he visited the Red Bank Library to take a look at their book locker and that the Foundation is currently deciding on the design for the East Brunswick Library's book locker. Once the design is finalized and approved by the Foundation it will be ordered and there is an estimated delivery time of 6 weeks from the order date. Mr. Arthur explained many of the

benefits of the book locker, including the fact that it is very user friendly, there are 52 lockers, ranging in sizes and the book locker is ADA compliant.

Mr. Whitlock presented the township report and stated that the library budget is to be approved next month. Mr. Whitlock also suggested looking into leasing a satellite branch of the library at the new construction site located on Tices Lane, the previous site of the Wonder Bread factory.

Ms. Tibbetts announced in the school district report that the staff awards were held the prior week and that East Brunswick schools have an exceptional staff, some who have been with the school district for over 20 years.

Students have their artwork displayed outside the municipal building. The Artwork Walk includes music you can listen to as you enjoy the artwork by scanning a QR code located on posters on the walk. The artwork will be displayed for one month.

The last day of school is Friday, June 16th and the high school graduation will be live streaming from the Cure Insurance Arena in Trenton.

Kindergarten screenings are currently going on. Children must be registered for Kindergarten and a one hour orientation will be held, allowing children to get to know each other as well as their teachers.

Ms. Chmielowicz opened the meeting to the public, asking that comments are limited to five minutes or less.

There were no public comments.

Treasurers Report:

Mr. Arthur reviewed the reserve reports, reporting that the Passport Department had their biggest month since he became director. Numbers from the passport clinic held on May 4th will be reported next month. Library expenditures and the bill list were reviewed.

Mr. Whitlock made a motion to approve the May 17, 2023 bill list. Mr. Christie seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Dr. Freedman, Ms. Gurevich, Ms. Tibbetts, Mr. Verma and Mr. Whitlock. Voting no: None. Abstaining: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

Mr. Arthur shared that approximately 850 responses to the Strategic Planning survey have been received to date.

Director's Report:

Mr. Arthur announced that the Library has hired new staff, including a new Security Monitor, a new Youth Services Library Assistant, 2 new Youth Services Library Associates and a new Technology Training Coordinator. The Library is also seeking an ESL Instructor for the English Immersion Program, a grant funded program designed specifically for job seekers that will run through the summer and will take place 5 days a week for a total of 30 hours per week.

The Library's Concerts in the Courtyard program begins Sunday, May 21st and will run for 10 Sundays. The Youth Services Department is organizing this year's Summer Reading Club. Also, Hoopla usage has increased since the Library increased the monthly borrowing limit from 5 to 25.

The Library's AARP Tax Prep program helped approximately 215 people file their tax returns in a one on one setting with tax preparers.

Mr. Whitlock made a motion to approve the Director's Report. Mr. Verma seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Dr. Freedman, Ms. Gurevich, Ms. Tibbetts, Mr. Verma and Mr. Whitlock. Voting no: None. Abstaining: None.

Old Business:

New Business:

The Library is planning a Friends of The Library appreciation dinner at the Friends' next meeting in June.

Ms. Punjabi, the Board of Trustees Treasurer has resigned from the Library Board and the Board voted in favor of Mr. Verma taking her place as Board Treasurer.

Ms. Tibbetts made a motion to approve the nomination of Mr. Verma as Board Treasurer. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Dr. Freedman, Ms. Gurevich, Ms. Tibbetts, Mr. Verma and Mr. Whitlock. Voting no: None. Abstaining: None.

Resolution #10,840

Acceptance of NJ Department of Labor Grant

WHEREAS, the New Jersey Department of Labor awarded the East Brunswick Public Library a grant for Fiscal Year 2023 Community Library Adult Literacy & Career Pathway.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts the Grant from the New Jersey Department of Labor in the amount of \$39,412.

Mr. Whitlock made a motion to approve the acceptance of the NJ Department of Labor Grant. Mr. Christie seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Dr. Freedman, Ms. Gurevich, Ms. Tibbetts, Mr. Verma and Mr. Whitlock. Voting no: None. Abstaining: None.

Information Items:

Mr. Whitlock inquired about the busy times at the library. Mr. Arthur stated that the Library is usually busiest on Sundays, as tutoring brings in a lot of traffic.

Resolution #10,838

Closed Session

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wish to move to executive session to discuss the following matters:

Personnel

WHEREAS, minutes will be taken during the closed session and once the confidential matter has been resolved, then the minutes will be made available to the public;

NOW THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board of Trustees will hereby move to closed session and that the public will be excluded from this meeting in accordance with the Open Public Meetings Act.

Mr. Christie made a motion to go into closed session. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Dr. Freedman, Ms. Gurevich, Ms. Tibbetts, Mr. Verma and Mr. Whitlock. Voting no: None. Abstaining: None.

The Board moved into closed session at 8:15 pm.

The Board returned to open session at 8:48 pm.

Adjournment:

There being no further business, Mr. Whitlock made a motion to adjourn at 9:08 pm. Ms. Tibbetts seconded. The motion was unanimously approved.

Respectfully submitted,
Mr. Wayne Christie, Secretary