

East Brunswick Public Library
Board of Trustees Meeting
May 17, 2022

Attendees:

JoAnn Chmielowicz	John Arthur, Library Director
Wayne Christie (Arr. 7:36)	Michael Bobish, Assistant Library Director
Mayor Brad Cohen	Daragh McAuley, Exec. Admin. Assistant
Ken Freedman	Angel Albanese, CFO, Township of East Brunswick
Patricia Palumbo	Donna Forte, Co-President, Friends of the Library
Otu Amankwah (Arr. 7:35)	Sofia Sepulveda, Student Representative
Nicole Tibbetts	
Ashish Verma	

Ms. Chmielowicz called the meeting to order at 7:31 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 19, 2022 and April 19, 2022 Closed Session:

Dr. Freedman made a motion to approve the minutes of the April 19, 2022 regular and closed sessions. Ms. Tibbetts seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Tibbetts and Mr. Verma. Voting no: None.

Public Participation:

Donna Forte, the co-President of the Friends of the Library reported that a Dine to Donate evening at Houlihan's is scheduled for May 18. Defensive Driving classes will be held on May 23 and 24. Bunco is planned for June 3 at the East Brunswick VFW, and a Krispy Kreme donut sale will be held for Father's Day. The Friend's purchased re-usable bags that can be purchased at the circulation desk.

Sofia Sepulveda, the student representative, read the teen report for April. Ninety-five volunteer hours were logged in April. Programs held included SAT practice, a Teen Advisory Group meeting, a College Essay Writing class, and coding classes. Weeding and re-cataloging of the teen collection is ongoing. The applications for the TLC positions have been received, and 3-2 week sessions will be held this summer.

The Foundation Board did not meet this month, as they are waiting for the strategic plan to be completed.

Mayor Cohen reported that the Township has received over \$22 million in grants over the past 6 years, which has helped keep the property taxes from going up. He asked the trustees help with spreading the word about this. Mayor Cohen is also interested in promoting local art, as the

performing art center expansion will begin soon, and he is looking into courting the film industry.

Treasurers Report:

Mr. Arthur reported that the budget numbers indicted are still based on the temporary budget. The township passed the budget several weeks ago, and if the library budget passes this evening, next month's report will reflect the total budget.

Mayor Cohen made a motion to approve the May 18, 2022 and credit card bill lists. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Tibbetts and Mr. Verma. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

A. Building Committee

Mr. Arthur reported that the goal for this committee is the children's room renovation. He has received quotes for flooring replacement for the children's area, and has received a proposal from an architect for lighting and bathroom renovations.

B. Policy Committee

Mr. Christie reported that this committee reviewed the circulation policy and the fees and fines schedule. These revisions are both up for approval by the Board this evening.

C. Finance Committee

Mr. Arthur presented the proposed budget to the committee. He will research what other libraries spend for certain things, specifically children's books, to determine if we are in line with what they spend.

D. Personnel Committee

Mr. Arthur presented to this committee a proposal for a stipend for a Makerspace Coordinator: a current staff member who would take on this additional task. The committee also discussed Mr. Arthur's professional development, his goals, and the staff development day, which is scheduled for May 25.

E. Strategic Planning Committee

Mr. Arthur reported that Rutgers Bloustein Center has sent over a signed agreement to begin the strategic planning process. He hopes that the process will begin shortly, and be completed by October 2022 in order for the final draft of the Strategic Plan to be approved in November or December 2022.

Director's Report:

A discussion was held concerning the monthly statistics report. Although the 2022 children's program participant number shows a decline from 2021, it was discovered that the 2021 numbers included such things as video views for library produced videos, making it difficult to compare year over year. Mr. Arthur then reviewed the highlights of the Director's report.

Dr. Freedman made a motion to approve the staff changes in the April 2022 Director's Report. Ms. Tibbetts seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Tibbetts and Mr. Verma. Voting no: None.

Old Business:

A. Building Projects Update

Mr. Arthur reported that some locksmith work has been completed around the building, and several proposals for the children's flooring have been received. Dr. Freedman asked if there was any follow up to the presentation by Anita Seigel a few months ago. It was agreed that the Library Foundation should work on the items discussed by Ms. Seigel.

New Business:

A. Friends Appreciation Dinner

The library usually hosts a dinner for the Friends on their last meeting of the year- June 9. This was suspended during COVID, but will be held again this year. The Library Trustees will be invited to attend.

B. Approve revised Circulation Policy

Mr. Arthur reported that the change reflects the policy of LMxAC.

C. Approve revised Fees and Fines Schedule

Mr. Arthur pointed out that change only applies to East Brunswick Public Library items.

Mayor Cohen made a motion to approve the revised circulation policy and fees and fines schedule. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Tibbetts and Mr. Verma. Voting no: None.

D. Resolution #10,807 Approve 2022 Library Budget

Resolution #10,807

Adopt the 2022 Library Budget

WHEREAS, as approved by the City Council on April 25, 2022, the 2022 East Brunswick Township municipal appropriation for the East Brunswick Public Library is \$3,500,000, and

WHEREAS, additional estimated revenues include a total of \$411,719, and

WHEREAS, \$485,108 from prior year fund balances will also be allocated to the 2022 budget,

NOW THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board of Trustees adopts the 2022 Library Budget in the amount of \$4,396,827.

Mr. Arthur explained that 80% of the library budget goes to salary and health care costs, but those costs include the Passports Office, which generates significant revenue. He based the budget on the 1st quarter spending in 2022, and what was spent in 2021. He will revisit the budget after the 3rd quarter to see if any adjustments need to be made.

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

E. Resolution #10,808 Approve Library Director's Attendance at NJLA

Resolution #10,808

Approve Library Director Attendance at New Jersey Library Association Conference

WHEREAS, the Library Director has been invited to present at the 2022 New Jersey Library Association (NJLA) Conference on Friday, June 3, 2022, and

WHEREAS, the Library Director's conference attendance requires Library Board approval,

NOW THEREFORE BE IT RESOLVED that the Library Director's attendance at the NJLA conference and subsequent reimbursements as stipulated in the Library's Personnel Manual are approved.

F. Resolution #10,809 Revise Salary and Wage Table

Resolution #10,809

Approve Amendments and Addition to the Library's Salary and Wage Table

WHEREAS, the Library Administration and Library Board Personnel Committee have reviewed and recommend the attached changes to the East Brunswick Public Library's Salary/Wage table and subsequent addition of a Makerspace Coordinator classification to the Personnel Manual, and

WHEREAS, the attached changes will assist with the proper functioning of the library, and

WHEREAS, the attached changes will seek to increase services to the public at the library, and

WHEREAS, the attached changes have been found to be financially feasible,

NOW THEREFORE BE IT RESOLVED that the attached changes to the Salary/Wage table are approved effective June 1, 2022.

Mr. Arthur explained that the revision to the cleaner salary was to make that position more competitive. In addition, he felt there was room in the budget to add the Makerspace Coordinator position, to allow the makerspace to be more efficiently run.

G. Resolution #10,810 Approval Library Director Tuition

Resolution #10,810

Library Director Tuition

WHEREAS, the tuition reimbursement stipulation in the Library Director's contract requires Library Board approval, and

WHEREAS, the Library Director seeks to apply for a Graduate Certificate in Children's Literature from Penn State World Campus,

NOW THEREFORE BE IT RESOLVED, that classes taken and completed for this program shall be reimbursable up to the maximum stipulated and subject to the terms agreed upon in the Library Director's contract.

H. Resolution #10,812 Allocating Funds for Children's Flooring

Resolution #10,812

Allocating Funds for Children's Flooring

WHEREAS, the East Brunswick Public Library Board and Administration seek to make improvements to the Children's Room and Youth Services Programming Room at the East Brunswick Public Library, and

WHEREAS, adequate funding for the project is available in the Library's Children's Room Reserve Restricted Account;

NOW, THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board Buildings Committee and Library Administration may approve a quote of up to \$75,000 for Children's Room flooring.

Mr. Arthur reminded all of the trustees that they should have received an email link for this, and it must be completed by April 30. Library administration will confirm with the new township clerk, Tamar Lawful, that she has the current list of trustees.

I. Resolution #10,811 Closed Session

Resolution #10,811

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:

Library Director Performance Review

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.

Dr. Freedman made a motion to approve resolutions #10,808, #10,809, #10,810, #10,811 and #10812. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Tibbetts and Mr. Verma. Voting no: None.

The Board moved into closed session at 9:03 pm.

The Board returned into open session at 9:48 pm.

Information Items:

There being no further business, Ms. Tibbetts made a motion to adjourn at 9:50 pm. Mr. Amankwah seconded.

Respectfully submitted,
Mr. Wayne Christie, Secretary