

East Brunswick Public Library  
Board of Trustees Meeting  
November 15, 2022

Attendees:

Otu Amankwah  
JoAnn Chmielowicz  
Wayne Christie  
Aarti Punjabi  
Nicole Tibbetts

John Arthur, Library Director  
Michael Bobish, Assistant Library Director  
Daragh McAuley, Exec. Admin. Assistant  
Robin Rushfield, Friends of the Library  
Jaden He, Student Representative  
Heidi Hu, Student Representative

Siobhan Power, Edward J. Bloustein School of Planning & Public Policy  
Camille D’Andrea Romer, Edward J. Bloustein School of Planning & Public Policy

Ms. Chmielowicz called the meeting to order at 7:34 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 October 18, 2022:**

Mr. Christie made a motion to approve the minutes of the October 18, 2022 regular meeting. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Ms. Punjabi and Ms. Tibbetts. Voting no: None.

**Public Participation:**

Jaden He, the Student Representative, read the teen report for October. Several programs were held during the month, including a TAG meeting, SAT prep, costume swap and a book swap. 180 teens attended these programs, and logged 119 volunteer hours.

Robin Rushfield submitted the report for the Friends of the Library. The Jewelry Sale was held on November 5 & 6, and made approximately \$3,000. The Defensive Driving classes had 18 attendees, and the Fall Program will be held on November 17, entitled ‘The Life and Music of Bobby Darin.’ The membership mailing will be going out soon.

Camille D’Andrea Romer, of the Edward J. Bloustein School of Planning & Public Policy, reported on the focus groups that they ran for the Library’s strategic plan. They held 5 focus groups, of 10 people each. She gave a recap of all of the questions, and what were the most common responses. The major takeaways were:

- Increase book selection;
- Increase text messaging to advertise programs and services;

- Increase class offerings, such as language classes, IT training, support groups;
- Would like targeted emails for only information they are interested in;
- Increase databases;
- There was much discussion about obtaining a bookmobile or building a branch library- most people would like one or the other;
- There was much discussion about going fine free, or leaving fines in place;

The Board discussed these findings and administration will inquire if the Library can get added to the Township text messaging system. Mr. Arthur hopes to have a draft of the strategic plan for the December Board meeting.

Mr. Arthur reported that the Foundation purchased new equipment for the Makerspace including a TV, a Glowforge and a large poster printer. They have recruited 4 new Board members, and their next meeting will be on December 12. The Foundation is awaiting the strategic plan report to see what direction their fundraising will take.

Ms. Tibbetts reported that school open houses are this week, and parent-teacher conferences will take place in a few weeks. She suggested that these might be good times for library outreach in the future.

**Treasurers Report:**

Mr. Arthur reported that 82% of the budget has been spent or encumbered. Library staff is increasing spending for books, using funds that are left over in other budget lines. The Library is on target to hit the revenue projection, thanks to the passport office. TSYS is working to recoup the passport fees that did not process early in the summer, and \$7,000 of \$8,000 has been collected. Mr. Arthur reviewed the monthly statistics report and noted that physical material usage is up from last year.

Mr. Christie made a motion to approve the November 16, 2022 bill list. Ms. Punjabi seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Ms. Punjabi and Ms. Tibbetts. Voting no: None.

**Correspondence:**

There was no correspondence.

**Reports of Standing and Special Committees:**

*A. Building Committee*

This committee did not meet this month.

*B. Policy Committee*

This committee did not meet, but Mr. Arthur said policies are needed for the new Makerspace equipment.

#### Personnel Committee

The committee did not meet, but Mr. Arthur has been communicating with this committee concerning the open security position. Outside sourcing options were explored, but were not feasible.

#### **Director's Report:**

Mr. Arthur said that most of the director's report was discussed during other parts of the meeting, and asked the Board to read through the remainder of the report, due to the late hour.

#### **New Business:**

##### *A. 2023 Budget Discussion*

Mr. Arthur reported that he is working on the 2023 budget. He received a preliminary appropriation number from the township, but the final budget will not be voted on until the spring.

##### *B. 2023 Salary and Wage Table*

Mr. Arthur pointed out that the only revision to this table is to raise some positions to the 2023 minimum wage.

##### *C. Resolution #10,825 – 2023 Salary Increases*

Resolution #10,825

2023 Salary Increases

WHEREAS the Library Administration and Library Board Finance Committee has determined the following raises to be financially feasible, and

WHEREAS the Library Administration and Board of Trustees acknowledge the exceptional work of the East Brunswick Public Library staff;

BE IT RESOLVED that the 2023 salary increase will be 3.00% for all East Brunswick Public Library staff. These raises will be effective January 1, 2023.

Mr. Arthur explained that this was discussed last year, and it follows the increases for other township staff.

Mr. Amankwah made a motion to approve the above resolution and the 2023 Salary and Wage Table. Ms. Tibbetts seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Ms. Punjabi and Ms. Tibbetts. Voting no: None.

**Information Items:**

There being no further business, Mr. Christie made a motion to adjourn at 9:28 pm. Mr. Amankwah seconded.

Respectfully submitted,  
Mr. Wayne Christie, Secretary