

East Brunswick Public Library
Board of Trustees Meeting
September 15, 2020

Attendees:

Deborah Cornavaca, President
Mary Pan, Vice President
Mayor Brad Cohen
Dr. Ken Freedman
Kathy Spadafino
Art Lewin, Trustee Emeritus

Melissa Kuzma, Interim Library Director
Daragh McAuley, Exec. Administrative Ass't.
Karen Karnchanapee, Pres., Friends of the Library
Linda Carbley, Pres., Friends of the Library
Aaron Pickett, Youth Services Manager
Jenna Ingham, Teen Librarian
Melissa Hozik, Adult Programming Librarian
Angel Albanese, CFO, East Brunswick Township
Sofia Sepulveda, Student Representative
Wayne Christie

Note: The meeting was held via zoom conference.

Ms. Cornavaca called the meeting to order at 7:06 pm. A roll call was made and a quorum was present. Ms. Cornavaca stated that the meeting was advertised and the open public meeting act requirements were met.

Agenda:

Ms. Cornavaca made a motion to amend the September 15, 2020 agenda by removing the closed session. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: none.

Minutes of August 18, 2020:

Dr. Freedman made a motion to approve the minutes of August 18, 2020. Ms. Pan seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: None. There were no matters arising from these minutes.

Public Participation:

Karen Karnchanapee, co-President of the Friends of the Library reported that the sale of EB Strong t-shirts is continuing, which includes a new t-shirt design, as well as sweatshirts, hoodies and tote bags. A mini outdoor book sale will be held on October 3 and 4, in front of the library. The family fishing outing was successful, and plans are being made for another one in 2021. A virtual wine tasting will be held on October 23. Patrons will purchase wine ahead of time, and attend a zoom meeting on that night, when the wines will be discussed. Author Ruth Behar will be the guest speaker at the fall meeting on November 19. Ms. Karnchanapee announced that the library appropriation for 2021 will be \$20,000. The Board thanked them for their generosity and hard work.

Aaron Pickett introduced the new teen librarian, Jenna Ingham. Jenna then introduced Sofia Sepulveda, the student representative, who read the teen report for August. A 4 week Dungeons and Dragons tournament was held, which was very successful. The Teen Action Group (TAG) group continues to meet virtually, and remains the most popular teen program, with a total of 292 hours of community service in August. The East Brunswick Meds Unite club met weekly, and Jenna participated in the YA Lit Book Chat on Facebook Live, which drew 162 viewers.

Ms. Pan reported that the Foundation met earlier in the month to receive an update of what is going on in the library and to review the appeal email, which will be sent out shortly.

Mayor Cohen reported that the COVID-19 infection rate in East Brunswick is very low, and the township is slowly starting to reopen. Playgrounds are open, and public restrooms will open soon. The municipal complex will open as soon as safety measures can be put into place.

Wayne Christie announced that the NJLTA Trustee Institute will be held virtually next month, and encouraged all Board members to attend. He also mentioned that BCCLS is also planning to hold some trustee training, and he will forward that information when it is available.

Treasurers Report:

Ms. Cornavaca thanked Angel Albanese for her assistance in getting the library financials in order. Ms. Kuzma reported that if the passport revenue remains steady for the remainder of 2020, the library will meet the revenue projections for the year. The Board reviewed the Treasurer's report, the monthly statistics and the reserve and bank reports. Mayor Cohen made a motion to approve the August 28 and September 16, 2020 bill lists. Dr. Freedman seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

No committees met this month.

Director's Report:

Ms. Kuzma gave the highlights of the August Director's Report, which included:

- "Library in the Park" is an outside tent set up on Mondays, Wednesdays and Fridays, which allows patrons to check out books, ask reference questions and pick up some health handouts. Ms. Kuzma thanked Aaron Pickett and Karen Parry for making this happen, as it has been a big hit and allows patrons to re-connect with library staff;
- The library allowed patrons to drop off electronic devices for charging during the power outage caused by Tropical Storm Isaias;
- Curbside pick-up remains very busy, with an average of 79 pick-ups per day;

- Virtually programming remains busy, for the Adult and Youth Services departments and for the health initiative;
- A new parking lot security camera was installed, to assist with curbside pick-up;
- A mini-grant was secured to provide a social worker for 15 hours per week, and she has been very busy;
- Hands free soap and paper towel dispensers were installed in the public restrooms.

Ms. Pan made a motion to approve the staff changes on the August Director’s Report. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: None.

Old Business:

A. Covid 19 Update

Ms. Cornavaca shared that there is some pressure from the community to open the library. In preparation, library staff created a survey to get a sense of what patrons would like to do in the library. 756 patrons responded, and overwhelmingly, patrons would like to come in and browse. Ms. Kuzma outlined the plan for re-opening:

- Limit the number of people in the building to 50 people, max. (25% building capacity);
- Maintain the current service hours, but allow for a senior hour on Mon-Wed-Fri from 10 am-11am;
- There will be a manned welcome desk at the entrance, and this staff member will remind all to wear a mask, to sanitize their hands upon entering, and to maintain social distance;
- No one under 13 will be permitted without a parent;
- All chairs have been removed, except for passport customers, and for use at a few computer stations;
- The group study rooms will be open by appointment for use by only 1 person;
- Passports will remain by appointment only.

A discussion ensued concerning signage in the building, and where the guidelines for opening were obtained. Ms. Kuzma suggested opening on Wednesday, September 23, and all Board members were in agreement.

B. Construction Bond Update

Ms. Kuzma said that the state has not released the list of grant awardees, but an announcement is expected any day.

New Business:

A. Resolution #10,758 CARES Act Grant Acceptance

Resolution #10,758

CARES Act Grant Acceptance

WHEREAS, the United States Federal Government, in response to the COVID-19 pandemic, passed The CARES Act. This provides payments to cover costs that: a.) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID- 19); b.) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and c.) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts the reimbursement of \$902.60 for expenses occurred and paid for during the period from March 1 through May 31, 2020.

Mayor Cohen made a motion to approve the above resolution. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: None.

B. Revised Personnel Manual

Ms. Kuzma explained that these changes were required to address what was experienced during the Covid 19 pandemic. The three sections revised were: work from home, library closures and dress and appearance. Ms. Kuzma consulted the JIF representative about these changes, and incorporated their recommendations. Ms. Spadafino made a motion to approve the personnel manual revisions. Dr. Freedman seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: None.

C. 3D Printer Policy

Dr. Freedman made a motion to approve the new 3D printer policy. Mayor Cohen seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, and Ms. Spadafino. Voting no: None.

D. Schools Update

Ms. Kuzma reported that staff has been in touch with the schools and have created videos showing how to download e-books, and are working on how to allow an entire class access to the same book simultaneously.

E. Trustee Institute Agenda

Ms. Cornavaca explained that all trustees are registered for this, and encouraged all to attend.

Information Items:

There being no further business, Mayor Cohen made a motion to adjourn at 8:50 pm. Ms. Spadafino seconded.

Respectfully submitted,
Ms. Patricia Palumbo, Secretary