

East Brunswick Public Library  
Board of Trustees Meeting  
August 18, 2020

Attendees:

Deborah Cornavaca, President  
Mary Pan, Vice President  
Arti Punjabi, Treasurer  
Patricia Palumbo, Secretary  
Mayor Brad Cohen  
Dr. Ken Freedman  
Nicole Tibbetts  
Barbara Wendell

Melissa Kuzma, Interim Library Director  
Tracey Squires, Circulation Services Manager  
Karen Karnchanapee, Pres., Friends of the Library  
Linda Carbley, Pres., Friends of the Library  
Aaron Pickett, Youth Services Manager  
Melissa Hozik  
Angel Albanese, CFO, East Brunswick Township

Note: The meeting was held via zoom conference.

Ms. Cornavaca called the meeting to order at 7:03 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:**

Dr. Freedman made a motion to approve the August 18, 2020 agenda. Ms. Punjabi seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Tibbetts and Ms. Wendell. Voting no: none.

**Minutes of July 21, 2020:**

Ms. Cornavaca made a motion to approve the minutes of July 21, 2020. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Tibbetts and Ms. Wendell. Voting no: None. There were no matters arising from these minutes.

**Minutes of July 21, 2020 Closed Session:**

Mayor Cohen made a motion to approve the minutes of the July 21, 2020 closed session. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Tibbetts and Ms. Wendell. Voting no: None. There were no matters arising from these minutes.

**Public Participation:**

Ms. Cornavaca welcomed Tracey Squires, the new Circulation Services Manager.

Karen Karnchanapee, co-President of the Friends of the Library reported that a new campaign for the EB Strong t-shirts has been launched, and a new design, as well as sweatshirts, hoodies and tote bags, will be available soon. A family fishing outing is scheduled for Sunday, September 6, and plans are being made for a virtual wine tasting event in October. The deadline for submission of recipes for the Friends cookbook has been extended to August 31.

Aaron Pickett submitted a report on behalf of the teen representatives. The new teen librarian, Jenna Ingham, started earlier this year. Programs being held on line include creative writing and a Tik Tok dance program. A book club meets virtually each week to discuss socially relevant topics.

Ms. Pan reported that the Foundation did not meet in August, however, an appeal email will be sent out shortly.

Mayor Cohen mentioned that several Board members still need to complete their Financial Disclosure Forms. He reported that the COVID-19 infection rate in East Brunswick is very low, and most of the cases actually occurred in long term care facilities. Mayor Cohen attributes the low infection rate to a variety of factors including the Township closing government offices and businesses very early.

Tracey Squires, the new Circulation Services Manager, was welcomed by the Board, and introductions were made. Ms. Squires implemented the curbside pickup procedure based on the procedure used at other libraries nationwide. She integrated the help of other departments, and reconfigured the parking lot for the most efficient pick up locations. A separate phone line was designated for curbside pick-up appointments only, and this is always busy. The demand exceeded the capacity, which necessitated the expanded hours. Ms. Squires also reported a large number of first time library users.

### **Treasurers Report:**

The Board reviewed the Treasurer's report, the monthly statistics and the reserve and bank reports. Mayor Cohen made a motion to approve the July 30 and August 19, 2020 bill lists. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Tibbetts and Ms. Wendell. 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 July Director's Report, which included:

- July was the first full month offering in-person services;
- “Computer use by appointment” was launched, and is being used by 3-5 users per day;
- “Passports by appointment” was launched on July 22, and the demand is very high, as appointments are booked through the following week;
- Many programs were held including a virtual open mic night, a Podcasting 101 workshop, weekly book chats on Facebook, and a short story discussion group. We continue to get great turnout at our virtual programs for all ages;
- “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.

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

**Old Business:**

*A. Covid 19 Update*

Ms. Kuzma explained that many library services are bring provided, as detailed in the Director’s Report. A dialogue ensued concerning when and how to move forward with allowing more patrons in the building. It was decided to maintain the status quo for now.

*B. Construction Bond Update*

Ms. Kuzma reported that 126 applications were submitted, and a total of \$200 million requested. A variety of projects will be selected, and the evaluation is due to be completed by September 11, 2020.

*C. Trustee Training Resources*

The Trustee Training institute will be held virtually on October 17, at a cost of \$25 per library.

**New Business:**

*A. Resolution #10,752 Movement of Funds to Fund Balance*

Resolution #10,752

**Movement of Funds to Fund Balance**

WHEREAS, the East Brunswick Public Library is facing a \$600,000 budget cut and expected decrease in revenue due to the library’s closure during the Coronavirus pandemic; and

WHEREAS, the library would like to move funds out of restricted reserve accounts into Fund Balance; and  
NOW THEREFORE BE IT RESOLVED that the East Brunswick Library Board of Trustees authorizes the following transfers:

\$20,000	from account	#0 20 249 55 000 001 (Strategic Planning Fund)
\$50,000	from account	#0 20 249 55 000 002 (Building Reserve Fund)
\$50,000	from account	#0 20 249 55 000 004 (Sick Leave Reserve)
\$160,000	from account	#0 20 249 55 000 005 (Info Tech Reserve Fund)
\$45,000	from account	#0 20 249 55 000 007 (Car/Vehicle Reserve Fund)
\$325,000	to account	#0 20 400 65 000 000 (Fund Balance)

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

*B. Resolution #10,756 Naming a New Director*

Resolution #10,756

Naming a New Director

WHEREAS, the East Brunswick Public Library Board of Trustees (“the Board”) has conducted an exhaustive search for a new Library Director; and

WHEREAS, the applications were carefully reviewed and several candidates were interviewed.

NOW THEREFORE BE IT RESOLVED that after careful consideration the Library Board of Trustees has offered to Melissa Kuzma the position of Director of the East Brunswick Public Library.

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

*C. Resolution #10,757 Acceptance of a Donation of a 3D Scanner*

Resolution #10,757

Acceptance of a Donation of a 3D Scanner

WHEREAS, the Library was contacted by Agape Community Services, Inc. and told that they had a 3D scanner that they would like to donate to the East Brunswick Public Library; and

WHEREAS, the library would be able to put such scanner to good use in the Makerspace.

NOW THEREFORE BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES will accept the donation of the 3D scanner with sincere appreciation to Agape Community Services, Inc.

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

*D. Special Resolution Honoring Katherine Bowden*

Special Resolution

Honoring Katherine Bowden



Whereas, Katherine Bowden began her career at the East Brunswick Public Library in the year 2000, and has served the residents of East Brunswick as Manager of the Circulation Department with enthusiasm and dedication to the highest principles of service to the residents of East Brunswick and



Whereas, Katherine has guided the circulation department through several major changes including the transition to Koha and back again to Sirsi Dynix, the introduction of self-checkout machines, the migration to LMxAC, and the implementation of an RFID system; and



Whereas, the East Brunswick Public Library Board of Trustees would like to bestow upon Katherine a lifetime library card for her nearly 20 years of service to the East Brunswick Public Library.



Now Therefore Be It Resolved that the East Brunswick Public Library Board of Trustees expresses its deep and sincere appreciation to Katherine Bowden for her loyal and devoted service for 20 years to The East Brunswick Public Library and the residents of East Brunswick and on the occasion of her retirement wishes that the years ahead be filled with good health and happiness.

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

*E. Room Rental refund to Linda Angelillo*

Ms. Kuzma explained that refunds normally are not given for room rentals that must be cancelled, but given the extenuating circumstances of the Covid-19 pandemic, she is asking the Board make an exception for any group that requests a refund. Mayor Cohen made a motion to approve the refund to Linda Angelillo. Dr. Freedman seconded. Voting yes: Mayor Cohen, Ms.

Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Tibbetts and Ms. Wendell.  
Voting no: None.

**Information Items:**

The Library has been evaluated for potential installation of a filter for the HVAC system to mitigate the spread of Covid-19. The Township is providing this, so all collaboration will be done with the Township.

Mayor Cohen made a motion to adjourn at 8:42 pm. Ms. Tibbetts seconded.

Respectfully submitted,  
Ms. Patricia Palumbo, Secretary