

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

Attendees:

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

Melissa Kuzma, Library Director
Daragh McAuley, Exec. Administrative Ass't.
Karen Karnchanapee, Pres., Friends of the Library
Linda Carbley, Pres., Friends of the Library
Melissa Hozik, Adult Programming Librarian
Angel Albanese, CFO, East Brunswick Township
Anushka Karande, Student Representative
Wayne Christie
Andy Farmer, EBPL Foundation, President
Howard Sorkin, EBPL Foundation, VP

Note: The meeting was held via zoom conference.

Ms. Cornavaca called the meeting to order at 7:01 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 adopt the December 15, 2020 agenda. Ms. Wendell seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: none.

Minutes of November 17, 2020:

Ms. Cornavaca made a motion to approve the minutes of November 17, 2020. Ms. Pan seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None. Mayor Cohen questioned why there was not a resolution on this month's agenda approving staff raises, as last month's minutes stated there would be. Ms. Kuzma explained that she spoke to the auditor, Scott Clelland of Wiss and Co., and went over the procedure for approving raises with him. He stated that as long as the board approves the salary and wage table, and the average salary increase percentage, no resolution would be required.

Minutes of November 17, 2020 Closed Session:

Ms. Tibbetts made a motion to approve the minutes of the November 17, 2020 closed session. Mayor Cohen seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None. Abstaining: Ms. Cornavaca.

Public Participation:

Karen Karnchanapee, co-President of the Friends of the Library, reported that the Friends have had several pop-up sales to sell any remaining inventory, and Bonfire sales of tee shirts and sweatshirts continue. They are working on ideas for next year, both virtual and in-person, but nothing is definite yet. They are looking at options for book storage and are considering purchasing a trailer or shed if they could find someplace in town to put it. Ms. Kuzma said that she is discussing a possible location with Mike Reissner, Director of Parks and Recreation for the township, and will get back to the Friends when she has some information for them.

Anushka Karande, the student representative, read the teen report for November. A TAG meeting was held with 40 attendees. The highlight of November is that the library is now sponsoring three new teen-led clubs: EB Writers Coalition; EB UNICEF; and EB Astronomy Club. East Brunswick Meds Unite, Watch Your Language: a multicultural club for teens and the East Brunswick Red Cross Club all held successful meetings. The software used to track the teen volunteer hours has been malfunctioning, so Jenna Ingham, the teen librarian, is looking into something different to use.

Andy Farmer, the President of the Foundation, introduced himself, and reported that the Foundation is awaiting to see what will be decided with the library renovation, and then the Foundation will move forward with a capital campaign.

Mayor Cohen reported that the township is partnering with the Middlesex County Health Advisory Council and the library to help spread the word about the Covid-19 vaccine. Angel Albanese, the township CFO, reported that the library just received approximately \$248,000 from the Cares Act for Covid-19 related salary expenses from March through September.

The following Special Resolution for Deborah Cornavaca was read by Dr. Freedman:

Special Resolution
Honoring Deborah Cornavaca

Whereas, Deborah Cornavaca has served the people of East Brunswick as a member of the Library Board of Trustees from 2010- 2020 and during her tenure has held the term of President in 2013 (half year), 2014, 2015, 2016, 2017, 2019, 2020 and Vice President in 2012, 2013 (half year); and

Whereas, Deborah has also served the East Brunswick Public Library by serving on the Board's Governance, Building, Finance, Personnel, Policy, and Strategy Committees at various times during her decade of service; and

Whereas Deborah was instrumental in developing the 2012-2015 Strategic Plan, led the Library Director search in 2015, and was the driving force behind the Library Foundation Gala in 2017; and

Whereas, Deborah helped champion the Library renovations completed from 2017-2018, which included new flooring, furniture, shelving, renovation of the café area and the EB Create Makerspace; and

Whereas, the Library Staff and Administration could always count on Deborah as an advocate for their concerns; and

Whereas, Deborah has always held a vision, strategy and plan that resulted in the East Brunswick Public Library holding a place as one of top libraries in the state.

Now, Therefore Be It Resolved that the East Brunswick Public Library Board of Trustees, in great appreciation, acknowledges and thanks Deborah Cornavaca for ten years of outstanding service to the Library and wishes her happiness and health in the many years ahead..

Ms. Cornavaca gave a short speech thanking them for her time on the Board.

The following Special Resolution for Mary Pan was read by Patricia Palumbo:

Special Resolution
Honoring Mary Pan

Whereas, Mary Pan has served the people of East Brunswick as a member of the Library Board of Trustees from 2015-2020 and during her tenure served as Vice President in 2018, 2019, and 2020; and

Whereas Mary has also served the East Brunswick Public Library by serving on the Board's Building, Finance and Personnel Committees at various times in her six years of service; and

Whereas Mary has served as a Board Liaison the East Brunswick Library Foundation for most of her term on the Board; and

Whereas Mary was the Chairperson of the Library Director Search Committee in 2020 and was instrumental in helping plan two Foundation Galas (2017 and 2018); and

Whereas Mary has remained a tireless advocate for the East Brunswick Public Library and is regarded as one of the Library's biggest fans.

Now, Therefore Be It Resolved that the East Brunswick Public Library Board of Trustees, in great appreciation, acknowledges and thanks Mary Pan for her six years of service to the Library and wishes her happiness and health in the many years ahead.

Ms. Pan gave a short speech outlining all she has done with the Board, and how much she has enjoyed her time serving.

Several members of the public spoke thanking Ms. Cornavaca and Ms. Pan for their service.

Treasurers Report:

The Board reviewed the Treasurer's report, the monthly statistics and the reserve and bank reports. Dr. Freedman made a motion to approve the November 19, and December 16, 2020 bill lists. Ms. Wendell seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

Building Committee:

Mayor Cohen reported that the Building Committee met and discussed how to proceed with round 2 of the Construction Bond Grant. It was determined that several libraries that received grants in the first round were in dire need, and others were seeking grants for repair or ADA compliant projects. The committee discussed the options and recommended that the current plan be scaled back and a determination be made on what is truly needed- renovation of the youth services space, and HVAC replacement. Ms. Kuzma met with NK Architects to get the process moving, and she will put in an OPRA request to the State Library to receive the comments on the round 1 submission.

Policy Committee:

The Policy Committee met and discussed the content selection policy for the Just for the Health of It portal.

Director's Report:

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

- The front doors of the library were replaced last week;
- The library reverted back to curbside pick-up on November 30, and has been extremely busy;
- Door side service is being offered at night, and during inclement weather;
- The library was visited by Dr. Tutela, whom the township hired to inspect all township facilities for their Covid-19 safety protocols, and was impressed by all of the safety precautions put in place for staff and the public;
- Virtual programming continues, some with to-go kits, and 18 health programs were held in November;
- The youth services department added 7 different crafts-to-go kits, to help keep the children busy during all of this time at home.

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

Old Business:

A. Covid 19 Update

Dr. Freedman mentioned that Karen Parry has already contacted the Middlesex County Health Advisory Council to begin working on an information campaign about the Covid-19 vaccine. Ms. Kuzma requested that the Board OK keeping the library closed to the public at least until the next Board meeting in January. All agreed that this was a good idea.

New Business:

A. Content Selection Policy- Just for the Health of It Portal

Ms. Kuzma explained that this policy was a collaboration between Karen Parry and Dr. Freedman, then it was sent to the policy committee for review. Mayor Cohen made a motion to approve this policy. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None.

B. Resolution #10,768 Acceptance of 2019 Audit

Resolution #10,768

Acceptance of the 2019 Audit of Library Accounts

WHEREAS, NJS.A 40A:5-4 requires that the Board of Trustees appoint a registered municipal accountant to audit the Library's financial records; and

WHEREAS, Wiss and Company, LLP performed the audit for the year ending December 31, 2019 and presented the report on November 17, 2020.

NOW THEREFORE BE IT RESOLVED that that the East Brunswick Public Library Board of Trustees accepts the audit report from Wiss and Company, LLP.

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

C. Resolution #10,769 Cares Act Grant Acceptance

Resolution #10,769

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 \$7,181.24 for expenses occurred and paid for during the period from June 1 through September 30, 2020.

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

D. Resolution #10,770- Emergency Appropriations Pursuant to N.J.S.A. 40A:11-6

Resolution #10,770

Emergency Appropriations Pursuant to N.J.S.A. 40A:11-6

WHEREAS, N.J.S.A. 40A:11-6 authorizes a public entity to contract without public advertising for bids, notwithstanding that the contract price will exceed the quotation and bid threshold, when an emergency affecting the public health, safety, or welfare requires the immediate delivery of goods or the performance of services; and

WHEREAS, effective March 17, 2020 at 8:00 PM, the Mayor of the Township of East Brunswick (the "Township") declared a State of Emergency within the Township in response to Executive Order 103 from the Governor, as it pertains to COVID-19 affecting the public health, safety, or welfare requires the immediate delivery of goods or the performance of services; and

WHEREAS, the Mayor's Proclamation is attached to and incorporated into this Resolution; and

WHEREAS, the Library Director declared that an emergency existed and he invoked the emergency contract provisions of N.J.S.A. 40A:11-6; and

WHEREAS, by reason of the rapidly evolving outbreak of COVID-19, there is an increased need for certain purchases of required supplies and equipment which may be difficult to obtain due to shortages and long lead times to ensure essential operational needs are met in order to mitigate factors which may further adversely affect the health, safety, and welfare of the people of the Township of East Brunswick and exacerbate and worsen existing conditions; and

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES the Library Director may properly invoke the provisions of N.J.S.A. 40A:11-6, and that the Library Director is authorized to contract with vendors for the purchase of equipment to correct an emergent situation. which may exceed the quotation threshold of \$2,625 currently in effect and the bid threshold of \$17,500 effective July 1, 2020 without obtaining quotations; however, no contract shall exceed the bid threshold of \$40,000 currently in effect and the bid threshold of \$44,000 effective July 1, 2020, and thereafter, without Board approval. Upon the furnishing of materials in accordance with the terms of the contract, the contractor shall be entitled to be paid therefor.

CERTIFICATION

I, Melissa Kuzma, Library Director, certify that:

1. I am the Library Director for the East Brunswick Public Library ("EBPL"), Middlesex County, New Jersey.
2. On September 23, 2020 the EBPL opened its doors to enable patrons to come into the library. While CDC, NJ State and Local COVID-19 procedures were being followed including the requirement to wear masks, social distance and sanitize hands, among other things, we quickly realized that the entrance doors were causing a situation that created a risk to the health, safety and welfare of our patrons. Specifically visitors were touching the multiple door handles as they entered and left the library possibly resulting in spread of the COVID-19 virus.
3. This posed an unhealthy and unsafe condition for members of the public.
4. Pursuant to N.J.S.A. 40A:11-6, I contracted with *Automatic Door Systems, LLC, 86 Porete Avenue, North Arlington, NJ 07031*, for the purchase of *single slide telescopic doors*.
5. I reviewed the rules and regulations of the Division of Local Government

Services as contained in the Local Public Contract Guidelines and Regulations (Revised) and certify that the replacement of the library front doors as an emergency under N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment

Melissa Kuzma, Library Director

Date

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

E. Resolution #10,771 Closed Session

Resolution #10,771

Executive 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's Contract

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

The Board moved into closed session at 8:22 pm.

The Board returned to open session at 8:40 pm.

Information Items:

There being no further business, Ms. Wendell made a motion to adjourn at 8:42 pm. Ms. Punjabi seconded.

Respectfully submitted,
Ms. Patricia Palumbo, Secretary