

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

Attendees:

Otu Amankwah	John Arthur, Library Director
JoAnn Chmielowicz	Michael Bobish, Assistant Library Director
Wayne Christie	Daragh McAuley, Exec. Admin. Assistant
Mayor Brad Cohen	Debbie LeSeur, Co-President, Friends of the Library
Dr. Ken Freedman	Shreya Bhardwaj, Student Representative
Nicole Tibbetts	Mary Pan, East Brunswick resident
Ashish Verma (Arr. 7:38)	Anita Siegel, Esq.

Ms. Chmielowicz called the meeting to order at 7:30 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 January 25, 2022:**

Dr. Freedman made a motion to approve the minutes of January 25, 2022. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman and Ms. Tibbetts. Voting no: None.

**Public Participation:**

Ms. Anita Siegel, Esq., of Siegel & Bergman, LLC, gave a presentation on charitable planning in the current tax environment.

Debbie LeSeur, co-President of the Friends of the Library, reported that the Krispy Kreme fundraiser was very successful with over 200 dozen donuts sold. They are planning to hold another one over the July 4<sup>th</sup> weekend. They will be holding a flower bulb sale in March, and are preparing for their Bling Sale, to be held on March 19<sup>th</sup> and March 20<sup>th</sup>. They will also be having a Dine to Donate Program at Panini Bistro in Spotswood, on 5 Wednesdays in March.

Shreya Bhardwaj, the student representative, read the teen report for January. Ms. Bhardwaj reported that 83 volunteers completed a total of 104 volunteer hours during the month. Study hall sessions were held during mid-term week, with a much-needed visit from some therapy dogs. Meetings were held by TAG and the Debate Meet-up group.

Mr. Arthur reported that the Foundation did not meet, but some Foundation Board members are joining in the Strategic Planning Process.

Mayor Cohen shared that he delivered the state of the township address on February 14, which can be viewed online. He also announced that the township is having a new resident welcome event on April 7 at the Community Arts Center, and a similar event for new businesses in the near future. The Mayor's Youtube video this week discussed the \$20 million in grants that the township received over the past four years.

Ms. Mary Pan extended her thanks to the library for hosting the Lunar New Year event this past Saturday. She said that the music, dancing and food distributed were all wonderful. She felt it was a great event that brought the community together and she would like to see more events like it in the community.

### **Treasurers Report:**

Mr. Arthur shared that the library is still working with a temporary budget, and he feels that the spending is right on target. The passport revenue has been high the past several months.

Mayor Cohen made a motion to approve the February 16, 2022 bill list. Ms. Tibbetts seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Tibbetts, and Mr. Verma. Voting no: None.

### **Correspondence:**

Mr. Arthur read a letter received by the Friends of the Library from a patron. He also mentioned the letter in the packet from Replenish, thanking the Library for their participation in the food collection program in 2021.

### **Reports of Standing and Special Committees:**

Mr. Arthur reported that the Strategic Planning Committee met, and they will now be breaking into four subcommittees: Surveys, discussion/feedback, writing/editing, and demographics and data.

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

Mr. Arthur reiterated what a wonderful event the Lunar New Year celebration was. He thanked all of the staff who assisted in submitting the grant proposals. He reported that bands were already booked for the Middlesex County Arts Grant for five Sundays beginning on May 15. These events will be held in the courtyard between the library and the municipal building.

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

### **Old Business:**

Ms. Chmielowicz reported that the Board committee assignments for 2022 were sent out earlier in the day.

**New Business:**

*A. Resolution #10,802 Accept Middlesex County Arts Grant*

Resolution #10,802

Acceptance of Middlesex County Arts Grant

WHEREAS, Middlesex County awarded the East Brunswick Public Library a grant to hold an outdoor multicultural music series in the spring and summer of 2022.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts the Grant from Middlesex County in the amount of \$6,375.00.

*B. Resolution #10,803 Accept NJ Department of Labor Adult Literacy and Career Pathways Grant*

Resolution #10,803

Acceptance of NJ Department of Labor Grant

WHEREAS, the New Jersey Department of Labor awarded the East Brunswick Public Library a grant to hold an English Language Immersion Institute for job seekers in the summer of 2022.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts the Grant from the NJ Department of Labor in the amount of \$19,600.00.

Mr. Christie moved to approve the above resolutions. Mayor Cohen seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Tibbetts, and Mr. Verma. Voting no: None.

*C. Staff In-Service Training Day- Proposed May 25*

Mr. Arthur explained that library administration would like to hold customer service training for staff in the morning, followed by team building exercises in the afternoon. Based on past door statistics, Wednesdays are the least busy day of the week. He is asking that the Library be closed on May 25, 2022 for this event. A suggestion was made to hold this in conjunction with National Library Week, but administration would like more time to plan the event. A discussion followed about what this training should look like, and Ms. Tibbetts volunteered to assist in the planning.

Mayor Cohen moved to approve closing the library on May 25, 2022 for a staff training event. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Tibbetts, and Mr. Verma. Voting no: None.

*D. Staff Appreciation Week- During National Library Week, April 3-9*

In conjunction with the above discussion, it was decided to hold staff training during National Library week annually.

**Information Items:**

There being no further business, Mr. Christie made a motion to adjourn at 9:05 pm. Mayor Cohen seconded.

Respectfully submitted,  
Mr. Wayne Christie, Secretary