

EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES

January 21, 2020

MINUTES

The 583 regular meeting of the Board of Trustees was called to order by Deborah Cornavaca at 7:02 p.m. Present were:

Deborah Cornavaca, President	Jennifer Podolsky, Library Director
Mary Pan, Vice President	Melissa Kuzma, Ass't. Library Director
Ken Freedman	Daragh McAuley, Exec. Admin. Ass't.
Aarti Punjabi	Anita Varshney, co-President, Friends of the Library
Patricia Palumbo, Secretary	Karen Karnchanapee, co-President, Friends of the Library
Mayor Brad Cohen	
Kathy Spadafino	
Art Lewin, Trustee Emeritus	

Ms. Cornavaca announced that the Open Public Meetings Act had been complied with and that a quorum was present.

AGENDA

Dr. Freedman moved to adopt the agenda of January 21, 2020. Mayor Cohen seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino. Voting no: none.

ELECTION OF OFFICERS

The following names were submitted for nomination by Art Lewin:

President: Deborah Cornavaca
Vice-President: Mary Pan
Secretary: Patricia Palumbo
Treasurer: Aarti Punjabi

Ms. Cornavaca moved to accept the slate of officers. Ms. Punjabi seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino.

MINUTES

Mayor Cohen moved to approve the minutes of November 19, 2019. Dr. Freedman seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino. Voting no: None. Abstaining: Ms. Cornavaca.

PUBLIC PARTICIPATION

Ms. Cornavaca welcomed Ms. Kathy Spadafino to the Board. Ms. Spadafino introduced herself, and each of the Board members introduced themselves in turn.

Karen Karnchanapee and Anita Varshney, co-Presidents of the Friends of the Library, reported that upcoming events include Bunco night on Friday, January 24, the annual Book and Media Sale running from March 29 through April 5 and the spring meeting, featuring author Jennifer K. Armstrong on May 19, 2020. The membership mailing went out in December, and to date 240 members have joined the Friends.

No student representatives were present to submit a report.

Ms. Pan reported that the Foundation Board met and discussed the renovation and the need for more Board members. The appeal letter has been sent out, and over \$6,800 has been received to date. The Board is ready to work on the Capital Campaign as soon as renderings are received for the renovation. Ms. Cornavaca appealed to the Board to seek out new members for the Foundation.

Mayor Cohen reported that the State of the Township address will be given on Monday, January 27. The township is working off of a temporary budget for the first quarter of 2020, and hopefully he will sit down with Library administration soon to discuss the library budget. He also stated that the Paychex payroll system was not working as hoped, and the township will probably be instituting a new system by the end of 2020.

FINANCIAL REPORT

The Board reviewed the treasurer's report, the monthly statistics and the bill lists. Ms. Podolsky pointed out that the revenue did not meet projections for 2019, due to declining fine and DVD revenues

Mayor Cohen moved to pay the bills on the November 26, December 18, and 27, 2019 and January 22, 2020 bill lists. Ms. Pan seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino. Voting no: none.

CORRESPONDENCE

Ms. Cornavaca passed around a retirement email from long-standing Library Attorney, Bertram Busch, a retirement letter from Circulation Manager Katherine Bowden, as well as a letter from PSE&G stating that the township changed 3rd party providers. Ms. Cornavaca also announced Ms. Podolsky's resignation as of February 7, 2020. She thanked her for her vision, the changes to the library building, as well as the technology upgrades. Mr. Lewin also added his thanks to Ms. Podolsky for her leadership.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Personnel Committee:

This committee met to review the salary and wage table to make sure that the minimums meet NJLA standards in order to be competitive. Revisions to this table will be presented to the Board for approval at an upcoming meeting.

Search Committee:

Ms. Pan will serve as chair of this committee consisting of Ms. Palumbo, Ms. Velez and Ms. Punjabi. The search for a new Director will start immediately, with the hope of an April 1 start date. Ms. Pan asked the Board to send her any thoughts or visions of what they would like to see in a Director.

DIRECTOR'S REPORT

Ms. Podolsky reviewed the highlights of the November and December Director's reports, including several retirements. Ms. Podolsky also reported that the Library will partner with the East Brunswick Mall to create a Book Nook, and that Karen Parry, Information Services Manager, applied for a grant from Google to develop programs for underprivileged entrepreneurs and made it into the second round. The teen librarian position was moved to the Youth Services department.

Dr. Freedman moved to approve the staff changes listed in the November and December Director's reports. Ms. Palumbo seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino. Voting no: none.

NEW BUSINESS

A. 2020 Committee Assignments

Personnel Committee:

Mary Pan, Chair, Aarti Punjabi, Patricia Palumbo

Policy Committee:

Kelli Velez, Chair

Finance Committee:

Aarti Punjabi, Chair, Patricia Palumbo

Building Committee:

Deborah Cornavaca, Chair, Kelli Velez

B. Construction Bond Application

Ms. Podolsky distributed the latest renovation floor plan, and described the project. The library is working with Leslie Burger to form questions to send to the State concerning the application process, and preparing a timeline for the application submission. The library is awaiting a quote from NK Architects for their additional work required for the Planning Board presentation. The construction cost estimate received is approximately \$5.7 million, but that does not include architect and engineering services, furniture, parking lot upgrades, the automatic book sorter or IT upgrades. The state released \$79 million to be distributed during this phase of the grant. Some discussion ensued about the specifics of the project, including where the funding will come from. Ms. Cornavaca explained that there is some money in reserves, the Foundation will run a capital campaign to raise money, and Mayor Cohen has stated that the township can issue a bond for what is necessary. Library administration needs to know by the February Board meeting if the Board wants to proceed with the project, and they must pass a resolution to that effect for the bond application. Ms. Cornavaca asked the board to send her any thoughts or questions on this prior to next month's meeting. A question arose about how to proceed if the Library does not receive the grant award. Ms. Cornavaca thinks that the project can be amended to complete the renovation in stages when funding is acquired.

C. 2020 Staff Raises

Ms. Podolsky explained that the library traditionally follows what the township awards its' staff. This year it was 2 ½%, which would be a cost of \$45,800.

Ms. Cornavaca moved to approve a 2 ½ % raise for all staff, retroactive to January 1, 2020. Mayor Cohen seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino. Voting no: none.

D. Resolution #10,741 Opening Late on April 3, 2020

Resolution #10,741

Opening late on April 3, 2020

WHEREAS, the Library administration has determined that there is need to hold a staff development session; and

WHEREAS, this session will cover the timely topic: Autism Training; and

WHEREAS, administration determined that the least amount of patron traffic is statistically on Friday mornings.

NOW THEREFORE BE IT RESOLVED that that the East Brunswick Public Library Board of Trustees authorizes the Library to open at 12:00 pm on Friday, April 3, 2020 in order to hold the staff training.

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

CONSENT AGENDA

a. Resolution #10,742 Naming Authorized Banks

Resolution #10,742

To Name Authorized Banks

BE IT RESOLVED that the Library Board of Trustees approves the following and their successors and assigns as its authorized banks in which funds may be deposited or invested in the name of the East Brunswick Public Library.

- PNC Bank
- The Provident Savings Bank
- TD Bank
- Northfield Bank

AND FURTHER BE IT RESOLVED that the following individuals be authorized as signatories and empowered to invest funds on behalf of the Library Board of Trustees: The Board Treasurer; Melissa Kuzma, Assistant Library Director; and Nina Tarabokija, Accounting Clerk.

b. *Resolution #10,743 Naming Official Newspapers for 2020*

RESOLUTION # 10,743

Naming Official Newspapers for 2020

BE IT RESOLVED by the East Brunswick Public Library Board of Trustees that the *Home News Tribune* and the *Sentinel* are hereby designated as official newspapers for the East Brunswick Public Library.

c. *Resolution #10,744 To approve state contract purchases*

Resolution #10,744

To Approve State Contract Purchases

WHEREAS, the purchase of goods and services by local contracting units is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-12; and

WHEREAS, the East Brunswick Public Library purchases commodities from authorized vendors under the State Of New Jersey Cooperative Purchasing Program 1-N.J.C.P.; and

WHEREAS, utilization of State contracts represents the best prices available;

NOW THEREFORE BE IT RESOLVED by the East Brunswick Public Library Board of Trustees that the aggregate purchases in 2020 from the following State contract vendors may exceed \$26,000:

- BFI, Inc.
- Central Jersey Office Equipment
- Dell Computer Corp.
- Demco
- HP
- W.B. Mason
- Total Video Products
- Video Corporation of America

Virtual Media
SHI

d. Resolution #10,745 Authorizing Library Director to Make, Negotiate and Award Contracts Up to the Bid Threshold

Resolution #10,745

RESOLUTION AUTHORIZING THE LIBRARY DIRECTOR TO MAKE, NEGOTIATE, & AWARD CERTAIN CONTRACTS UP TO THE BID THRESHOLD

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-3 provides that when the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$17,500.00, the contract may be awarded by a purchasing agent or other employee so designated by the governing body when so authorized by resolution without public advertising for bids; and

WHEREAS, the Board of Trustees may designate the Library Director as the contracting agent and the governing body of any contracting unit, in this case the Board of Trustees of the East Brunswick Public Library, may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations; and

WHEREAS, effective January 1, 2020, the bid threshold has been established at \$17,500.00.

NOW, THEREFORE, BE IT RESOLVED that the East Brunswick Library Board of Trustees ratifies its designation of the Library Director as the contracting agent so authorized to make, negotiate and award contracts in the amount up to the bid threshold without the need for advertising for bids, but all such contracts in excess of \$15,000.00 shall be furnished to the Board of Trustees before they are signed and all change orders shall be governed by New Jersey Administrative Code, including, but not limited to, N.J.A.C. 5:30-11.1 through 5:30-11.10, and change orders shall not be used to substantially change the quality or character of any items or work to be provided.

Dr. Freedman moved to approve the above resolutions. Mayor Cohen seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi and Ms. Spadafino. Voting no: none.

e. Resolution #10,746 Executive Session

Resolution #10,746

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:

Appointment of Interim Director

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.

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

The Board moved into Closed Session at 9:00 pm.

The Board returned to Open Session at 9:05 pm.

a. Resolution #10,747 Appointing Melissa Kuzma Interim Director

Resolution #10,747

Appointing Melissa Kuzma Interim Director

WHEREAS, the current Director, Jennifer Podolsky, has resigned as of February 7, 2020; and

WHEREAS, the Library, in order to function smoothly, is in need of a Director;

NOW THEREFORE BE IT RESOLVED that the East Brunswick Library Board of Trustees appoints Melissa Kuzma Interim Library Director, effective February 8, 2020; and will be compensated at the rate of an additional 10% of Melissa Kuzma's salary as per the personnel manual; and

BE IT FURTHER RESOLVED that this appointment will be in effect until a new, permanent director is appointed.

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

INFORMATION ITEMS

There being no further business, Ms. Spadafino made a motion to adjourn the meeting at 9:10 pm. Dr. Freedman seconded.

Respectfully submitted,
Ms. Patricia Palumbo, Secretary