

East Brunswick Public Library
Board of Trustees Meeting
July 27, 2021

Mayor Cohen called the 601st meeting of the Board of Trustees to order at 7:32 pm. Present were:

Mayor Brad Cohen, President	John Arthur, Library Director
JoAnn Chmielowicz	Mike Bobish, Assistant Library Director
Dr. Ken Freedman	Daragh McAuley, Exec. Administrative Ass't.
Patricia Palumbo, Vice President	Angel Albanese, EB Township CFO
Aarti Punjabi, Treasurer	Sofia Sepulveda, Student Representative
Kathy Spadafino	
Ashish Verma (Arr. 7:50)	

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

All rose for the Pledge of Allegiance.

Minutes of June 22, 2021:

Dr. Freedman made a motion to approve the minutes of the June 22, 2021 meeting. Ms. Chmielowicz seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Palumbo and Ms. Spadafino. Voting no: None. Abstaining: Ms. Punjabi.

Public Participation:

The Friends Presidents were not present, but Mr. Arthur reported that he met with them and they are preparing for the book sale in October. They have moved the stored materials to the new storage facility. A fishing derby will be held in September.

Sofia Sepulveda, the teen representative, reported that many of the Teen clubs met in June. Twenty-five students were selected for the virtual library connection, and are planning to hold several events in August including storytime and flower-planting; kids book club; tween book club; sock puppet craft; and marshmallow towers. TAG held their last meeting of the year, with 34 attendees. 112 volunteer hours were logged in June. 'Teen Club Tuesdays' are being held throughout the summer to highlight a different club each week.

Mr. Bobish reported that the Foundation Board met for a brief meeting and began discussing some fundraising options. They will begin traditional fundraising in the fall.

Mayor Cohen reported that the township vaccination rate is 77%. He is considering making a stance on vaccinations. The August tax bills have been sent out with no increase from the township. This was aided by several grants received by the township for road repair,

replacement of the roof on the Senior Center, security upgrades at town hall and \$1 million for an expansion at the Cultural Arts Center.

Treasurers Report:

The Board reviewed the Treasurer's report, the monthly statistics, and the reserve and bank reports. Mr. Arthur explained the transfer from the donations account will be used to purchase books. He also explained that the withdrawal from the fund balance account was moved to the library income account to balance the budget. Mr. Arthur will work with Ms. Albanese to consolidate the reports for the Board in the coming months. A discussion was held concerning the reserve accounts, in regard to how much money can be held, and about consolidating the separate accounts to give the library more flexibility. Mr. Verma would like the financial statements to show trends, and possibly include bar or pie charts, for ease of understanding. Mr. Arthur distributed a report showing the passport office net profit in 2019.

Ms. Palumbo made a motion to approve the June 23 and July 28, 2021 bill lists. Ms. Chmielowicz seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Spadafino and Mr. Verma. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

No committees met this month.

Director's Report:

Mr. Arthur reported that he has spent most of his first 2 weeks meeting with staff, Board members and attending outside meetings, including ones with the Town Council, the Board of Education and the Chamber of Commerce. He would like to spend more time performing financial analyses. The library is taking steps to relax the Covid restrictions, with hopes that things will not have to be reversed. Mr. Arthur met with members of AARP, who will hold free tax preparation sessions in the library next spring.

Old Business:

A. COVID-19 Update

Mr. Arthur met with managers and the Programming Committee, and library departments have started moving some programming indoors, with more planned in September. More seating will be moved into the library in the coming weeks. IT Staff is looking into technology that will enable staff to hold programs both in person and on Zoom.

New Business:

A. Resolution #10,784 To Name Authorized Banks

Resolution #10,784

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.

The Provident Savings Bank

TD 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, Aarti Punjabi; John Arthur, Library Director; and Michael Bobish, Assistant Library Director.

The above resolution is to add Mr. Arthur and Mr. Bobish as signees on the library bank accounts. Mr. Arthur explained that one of the accounts will be closed shortly. Ms. Chmielowicz moved to approve the above resolution. Ms. Palumbo seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Spadafino and Mr. Verma. Voting no: None.

B. Resolution #10,785 Reinstating Library Open Hours

Resolution #10,785

Reinstating Library Open Hours

WHEREAS, the Library closed for several months due to the Covid-19 pandemic, and has been gradually adding more open hours, as more of the population has been vaccinated; and

WHEREAS, the Library administration feels that it is time to reinstate the pre-pandemic library hours; and

WHEREAS, the Library administration is proposing to set the Library open hours as follows:

Monday – Thursday: 9:00am - 9:00 pm;
Friday: 9:00am – 6:00pm;
Saturday: 9:00am – 5:00pm;
Sunday: 12:00pm – 5:00pm.

NOW THEREFORE BE IT RESOLVED that that the East Brunswick Public Library Board of Trustees authorizes the Library to reinstate the hours stated above beginning on Tuesday, September 7, 2021.

Mr. Arthur explained that he would like to increase the library hours to more than were in effect prior to the Covid-19 closure. He feels that there is enough staff to make this work. A discussion arose about increasing passport services, and Mr. Arthur explained that he would have to look into staffing and the passport office location before that can happen.

Ms. Punjabi moved to approve the above resolution. Ms. Spadafino seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Spadafino and Mr. Verma. Voting no: None.

C. Letter to Bank of America

Mr. Arthur explained that this letter was necessary to change the contact on the library credit card account. Ms. Spadafino made a motion to approve the letter. Ms. Chmielowicz seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi and Ms. Spadafino. Voting no: None.

Information Items:

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

Respectfully submitted,
Ms. Nicole Tibbetts, Secretary