

East Brunswick Public Library
Board of Trustees Meeting
July 21, 2020

Attendees:

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| Deborah Cornavaca, President (Arr. 7:30) | Melissa Kuzma, Interim Library Director |
| Mary Pan, Vice President | Daragh McAuley, Exec. Administrative Ass't. |
| Arti Punjabi, Treasurer | Karen Karnchanapee, Pres., Friends of the Library |
| Patricia Palumbo, Secretary | Linda Carbley, Pres., Friends of the Library |
| Mayor Brad Cohen | Aaron Pickett, Youth Services Manager |
| Dr. Ken Freedman | Melissa Hozik, Adult Programming Librarian |
| Kathy Spadafino | Gary Matoren, East Brunswick Resident |
| Nicole Tibbetts | Alicia Abrams |
| Barbara Wendell | |

Note: The meeting was held via zoom conference.

Ms. Pan called the meeting to order at 7:04 pm. A roll call was made and a quorum was present. Ms. Pan stated that the meeting was advertised and the open public meeting act requirements were met.

Agenda:

Dr. Freedman made a motion to approve the July 21, 2020 agenda. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: none.

Minutes of June 16, 2020:

Ms. Palumbo made a motion to approve the minutes of June 16, 2020. Ms. Pan seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None. There were no matters arising from these minutes.

Minutes of June 16, 2020 Closed Session:

Ms. Tibbetts made a motion to approve the minutes of the June 16, 2020 closed session. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None. There were no matters arising from these minutes.

Minutes of June 30, 2020 Special Meeting:

Mayor Cohen made a motion to approve the minutes of the June 30, 2020 special meeting. Ms. Punjabi seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None. There were no matters arising from these minutes.

Minutes of June 30, 2020 Closed Session:

Mayor Cohen made a motion to approve the minutes of the June 30, 2020 closed session. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None. There were no matters arising from these minutes.

Public Participation:

Karen Karnchanapee, co-President of the Friends of the Library introduced Linda Carbley, the new co-President of the Friends. The Friends are hard at work trying to come up with novel ways to raise money. The t-shirt sale is doing well, and the family photo sessions had a great response. They hope to do this again for the holidays. The Library staff will have some books for sale at the reference in the park sessions.

Ms. Pan reported that the Foundation met and a letter to donors will be sent out soon. The website is being updated to include information on the youth services renovation.

Mayor Cohen reported that the Township is planning East Brunswick Day for the fall, which will include some of the cancelled events of this year, including fireworks. Mayor Cohen also filmed 2 videos, one on the history of property taxes, and one on the tax structure of the township, both of which can be viewed on the EBTV website or on YouTube.

Gary Matoren, an East Brunswick resident, summarized how he is helping during the pandemic, and asked to sit down with a few Board members to discuss his vision of philanthropy.

Treasurers Report:

Mayor Cohen questioned why the interim assistant director position was not brought before the Board for approval. Ms. Cornavaca explained that she and Ms. Kuzma spoke about this and since it was an emergent situation at the beginning of the pandemic, that was sufficient. Mayor Cohen made a motion to approve the June 23 and July 22, 2020 bill lists. 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.

Correspondence:

A letter from Mandy Visokay was sent to Board members and summarized by Ms. Kuzma. Ms. Visokay thanked library staff for her wonderful experience and donated \$25 to the library in honor of a friend who died of Covid 19.

Reports of Standing and Special Committees:

The Finance committee met and discussed the revisions to the 2020 budget. Ms. Kuzma went over the budget line by line, and explained where each department's budget was cut, except for essential services. She also explained the reduced revenue projections.

Director's Report:

Ms. Kuzma went over the highlights of the report, including curbside pickup, which had over 500 appointments last week. Virtual programming is continuing, and summer reading began with over 200 participants. In addition, a live chat option was added to the website. Ms. Cornavaca made a motion to approve the staff changes on the June Director's Report. Ms. Tibbetts 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.

New Business:

A. Revised 2020 Budget

Ms. Cornavaca made a motion to approve the revised 2020 budget. 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.

B. Revised Code of Conduct

Ms. Kuzma proposed these changes based on the recommendations from the State Library. Mayor Cohen questioned what would happen if a patron refused to wear a mask. Ms. Kuzma responded that they would be asked to leave the building and to take advantage of any of the library's out of building services, such as virtual reference or curbside pickup. A suggestion was made that exceptions need to be made for people with medical conditions. Mayor Cohen made a motion to approve the revised code of conduct. Ms. Tibbetts 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. Revised Personnel Manual

Ms. Kuzma explained that these changes were required to address what was experienced during the Covid 19 pandemic. The three sections revised were: work from home, library closures and dress and appearance. Mayor Cohen asked how worker's compensation claims would be handled for staff working from home. Ms. Cornavaca suggested getting clarification on this from the Labor Attorney prior to voting on these changes. Ms. Cornavaca made a motion to table this discussion and vote until next month. Mayor Cohen 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. Policy for Library Service During Public Health Emergency

Ms. Kuzma proposed this policy to clarify what the public can expect when they return to the building. Ms. Cornavaca made a motion to approve this policy. Mayor Cohen 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. Emergency Family and Medical Leave During the Covid-19 Pandemic

Ms. Kuzma explained that this is a revision to the Family and Medical Leave Policy based on the federal First Families Coronavirus Response Act. Dr. Freedman made a motion to approve this policy. 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.

F. 2021 Schedule of Days Closed

Ms. Kuzma explained that this is usually set this time of year to allow staff to begin planning programs for the upcoming year. There are no changes from the 2020 schedule. Mayor Cohen made a motion to approve the 2021 schedule. 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.

G. Resolution #10,755 Closed Session

Resolution #10,755

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 Search

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, Ms. Spadafino, Ms. Tibbetts and Ms. Wendell. Voting no: None.

The Board moved into closed session at 8:10 pm.

The Board returned to open session at 9:05 pm.

Ms. Cornavaca made a motion to nominate Ms. Kuzma as Library Director. Dr. Freedman 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.

Information Items:

Ms. Tibbetts reported that she spoke with Ms. Kuzma for Dr. Valeski, the East Brunswick Superintendent of Schools, about using the library as a remote learning center. Ms. Kuzma asked the Board if any of the trustees would like to join in the discussion, and Ms. Pan volunteered.

Dr. Freedman made a motion to adjourn at 9:14 pm. Ms. Wendell seconded.