

East Brunswick Public Library
Board of Trustees Meeting
June 20, 2023

Attendees:

Otu Amankwah
JoAnn Chmielowicz
Dr. Ken Freedman
Lisa Gurevich
Patricia Palumbo
Nicole Tibbetts

John Arthur, Library Director
Maria Carmelo, Exec. Admin. Assistant
Eliana Zhang, Teen Representative

Public Attendees:
Christopher Wright

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.

June 20, 2023 Agenda:

Dr. Freedman made a motion to approve the revised June Agenda. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Minutes of May 16, 2023:

Ms. Tibbetts made a motion to approve the minutes of the May 16, 2023 meeting. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich and Ms. Tibbetts. Voting no: None. Abstaining: Ms. Palumbo.

Public Participation:

Eliana Zhang provided the May Teen Report. Ms. Zhang reported that no TAG meetings took place in May but the teens did meet with the library's Youth Services Department to go over summer programs.

The Friends were unable to attend this month's meeting due to their year-end dinner but did send over a report letting everyone know that the Bunco Fundraiser took place on June 16th and it drew in a small crowd, but was a lot of fun. Also, The Friends are planning a membership drive as well as planning for the book sale in October. Congratulations to Jaden He who was presented with The Friends Senior Award in the amount of \$500.00 for recognition of all of his volunteer hours at the library.

Mr. Arthur reported that the Foundation did not meet in May and the book locker is scheduled to arrive on June 30th. The concrete pad the locker will be sitting on has been poured and the circulation department is getting things ready on their end.

There was no township report at tonight's meeting.

Ms. Tibbetts announced that this will be her last meeting with the East Brunswick Library Board of Trustees as she takes on her new role as the East Brunswick School District's Director of Human Resources. Students have been busy with finals and school is officially out for the summer. Summer programs are being offered for over 800 students as well as enrichment programs for a fee.

Dr. Freedman made a motion to approve a special resolution honoring Ms. Tibbetts, thanking her for her time and dedication to the East Brunswick Public Library. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, and Ms. Palumbo. Voting no: None. Abstaining: Ms. Tibbetts.

Ms. Chmielowicz opened the meeting to the public, asking that comments are limited to five minutes or less.

There were no public comments.

Treasurers Report:

Mr. Arthur provided the financial report, stating that there have been no major changes. The fund balance unrestricted was replenished by the surplus from 2022. The passport department continues to do very well and the library is running on a temporary budget.

Mr. Amankwah made a motion to approve the June 21, 2023 bill list. Ms. Tibbetts seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

Mr. Arthur reported that the second draft of the Strategic Plan was shown to the Strategic Planning Committee and library managers and the feedback received was positive. The Strategic Plan is anticipated to be presented in September. Mr. Arthur also reported that the library has already put into action some of the suggestions patrons have made based on information received thus far.

Director’s Report:

Mr. Arthur reviewed the director’s report and announced that the first round of the English Immersion program has begun and students are meeting for 25 hours per week. Concerts in the Courtyard have been attracting approximately 70-75 people every Sunday which is a great turnout and the library is working on its summer reading program. The first-grade open house is scheduled to take place at the library on Friday, June 23rd. The open house is not open to the general public and is intended for incoming first graders to meet their new teachers and classmates.

Ms. Palumbo made a motion to approve the Director’s Report. Ms. Tibbetts seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Old Business:

There is no old business to be discussed.

New Business:

Resolution #10,842

Temporary 2023 Third Quarter Library Budget

WHEREAS, the library administration reviewed the 2023 budget with the managers, the Board of Trustees, and township administration; and

WHEREAS, the Township of East Brunswick has not yet passed the 2023 municipal budget; and

WHEREAS, the library needs funding in order to operate; and

WHEREAS, it was determined that 26.25% of the 2022 budget is sufficient funds for the 3rd quarter of the year.

NOW THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board of Trustees approves a temporary budget of \$1,126,577.00.

Mr. Amankwah made a motion to approve the acceptance of the Temporary 2023 Third Quarter Budget. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Mr. Arthur presented to The Board the Library’s 2024 Schedule of Days Closed.

Ms. Tibbetts made a motion to approve the Library’s 2024 Schedule of Days Closed. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Mr. Arthur suggested that the Library’s 2024 Staff Development Day be held on Wednesday, May 22nd, 2024 and that the Library be closed to patrons on that day.

Mr. Amankwah made a motion to approve that the Library's 2024 Staff Development Day be held on Wednesday, May 22nd, 2024. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Information Items:

Ms. Tibbetts will be visiting the library's English Immersion Program as the East Brunswick School District's Human Resources Director.

The Board moved into closed session at 8:15 pm.

Ms. Tibbetts made a motion to go into closed session. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Ms. Tibbetts made a motion to return to open session at 8:49 pm. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Resolution #10,838

Closed 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:

Salary & Wage Table

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 made a motion to accept the salary & wage table. Mr. Amankwah seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman, Ms. Gurevich, Ms. Palumbo and Ms. Tibbetts. Voting no: None. Abstaining: None.

Adjournment:

There being no further business, Ms. Tibbetts made a motion to adjourn at 8:51 pm. Dr. Freedman seconded. The motion was unanimously approved.

Respectfully submitted,
Mr. Wayne Christie, Secretary