

East Brunswick Public Library
Board of Trustees Meeting
March 19, 2024

Attendees:

Otu Amankwah	John Arthur, Library Director
Dr. Joyce Boley	Maria Carmelo, Exec. Admin. Assistant
Wayne Christie (arr. 7:08 pm)	Deborah LeSeur, Friends of the Library President
Lisa Gurevich	Zainab Jaorawala, Teen Representative
Dr. Kenneth Freedman (arr. 7:26 pm)	Adam Abramson, Library Labor Attorney
Joseph Palombit	Adam Levine, Library Foundation Liaison
Patricia Palumbo	Mayor Brad Cohen
Colleen Talbot	

Mickey Smith, Today's Business Solutions, Inc.
Alpesh Shah, Information Technology & Facilities Manager
Christopher Dumbreski, Information Technology Supervisor

Mr. Amankwah called the meeting to order at 7:04 pm. A roll call was made and a quorum was present. Mr. Amankwah stated that the meeting was advertised and the Open Public Meeting Act requirements were met.

All rose for the Pledge of Allegiance.

Minutes of February 20, 2024:

Ms. Gurevich made a motion to approve the minutes of the February 20, 2024 meeting.
Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Dr. Boley, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Closed Session Minutes of February 20, 2024:

Mr. Palombit made a motion to approve the closed session minutes of the February 20, 2024 meeting. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Minutes of Special Meeting of March 5, 2024:

Ms. Talbot made a motion to approve the minutes of the Special Meeting of March 5, 2024.
Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Dr. Boley, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Public Participation:

Ms. Jaorawala presented the February Teen Report. 24 teen volunteers assisted in various Youth Services programs, including 3D Paper Building and Children's Story Time. In the Circulation

Department, 27 teens volunteered in weekly shifts. February programs included Learn to Knit and How to Pay for College. The Cool Science Experiments has been being held once every month. February's TAG meeting included some Valentine's Day Sweet Reads and Cozy Romances. A new opportunity was discussed, allowing volunteers to adopt an end cap display.

In The Friend's Report, Ms. LeSeur was happy to announce that this year's endowment totaled \$20,346.49. This amount will go towards the purchasing of books for the library. Bunco was held in February at the VFW and raised \$480.00. The Friend's pop up bling sale has found a new home - the Friends have a new display case for their bling and have raised \$100.00 just this past weekend! Tickets for this Friday's much anticipated Pocketbook Bingo event have been sold out. Upcoming events include "What's it Worth?" on May 5th, where items can be brought in to the library to be evaluated by an antique dealer, Defensive Driving on May 6th & 7th, The Friend's Bling Sale on May 18th & 19th and the Friends special guest for their May 9th Author Talk will be former Cornell college football player, Ken Kunken.

Foundation liaison Adam Neary introduced himself to the Board. Adam has volunteered at the library and has also been involved with Foundation contributions to the library, including printers and the book locker. Adam looks forward to supporting the library by attending board meetings and working with the Board in an effort to come up with new fundraising ideas.

In the Township Report, Ms. Talbot reported that the budget process continues and she will provide updates as they become available.

In the School District Report, Dr. Boley shared that this is a busy time of year with Kindergarten registrations. There are two Board vacancies and the Board of Education is hiring, please visit the website to view job postings. Dr. Boley also wishes everyone a relaxing and fun Spring Break!

Mr. Amankwah opened the meeting up to the public, kindly asking speakers to limit their time to 5 minutes or less. Rebecca Levin, a part-time Library Associate spoke on behalf of the part-time and full-time professional and non-professional staff members of the East Brunswick Public Library, demanding respect and dignity as they join together in solidarity under CWA 1031, fighting for equity and a modernized workforce for all. Rene Garzon, CWA 1031 Staff Representative presented to the Board a petition signed by hundreds of East Brunswick residents and non-residents.

Mr. Arthur suggested a change to order of the agenda to allow for the presentation of the TBS Print Management System prior to the Financial Report.

Mr. Palombit made a motion to adjust the agenda of the March 19th meeting. Mr. Christie seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

New Business:

Mr. Shah and Mr. Dumbreski of the library's Information Technology Department introduced Mickey Smith of Today's Business Solutions, Inc. to the board. Mr. Smith began his

presentation on a new, innovative, user friendly Print Management Service that would replace the library's current outdated service. The new Print Management Service would also add new features, such as mobile printing and document translations.

Closed Session:

Mr. Christie made a motion to enter closed session at 7:49 pm. Ms. Talbot seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

The Board returned to open session at 8:28 pm.

Treasurers Report:

Mr. Arthur presented the Financial Report. The Reserve Fund balance is at close to \$900,000.00 and proposals for the completion of Youth Services and Teen Space renovations have been sent to the Building and Finance Committees for review. There will also be some reserves left over for start up costs should the board want to consider a branch or bookmobile in the future.

Dr. Freedman made a motion to approve the March 20, 2024 bill list. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

There were no Reports of Standing or Special Committee Reports.

Director's Report:

Mr. Arthur presented the Director's Report and expressed his sincere gratitude to the board, stating he was honored to be Director of the East Brunswick Public Library for close to three years. Mr. Arthur's last day at the library will be March 23rd, and he will be performing his final Music with Mr. John concert that morning. Maker's Day was a success last weekend and the library has booked most of the concerts for the 2024 Concerts in the Courtyard series. Library staff have also been working on fundraising ideas with the Friends and Library Foundation.

Dr. Freedman made a motion to approve the February 2024 Director's Report. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Old Business:

There was no old business.

New Business (cont'd):

Resolution #10,864

Resolution Approving Purchase of a Print Management System

WHEREAS, the East Brunswick Public Library (“Library”) staff has determined a need for a new print management system; and

WHEREAS, the Library’s Information Technology department investigated multiple options for print management services; and

WHEREAS, the print management system offered by Today’s Business Solutions, Inc., was found to be both highly functional and cost effective; and

WHEREAS, the print management system is available through State Contract through the New Jersey Cooperative Purchasing Alliance by purchasing it through SHI International Corp;

NOW, THEREFORE, BE IT RESOLVED, by the East Brunswick Library Board of Trustees that it hereby approves purchasing a new print management system from SHI International Corp. (Today’s Business Solutions, Inc.) for the amount of \$23,490.78.

Mr. Christie made a motion to approve Resolution #10,864. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Resolution #10,865

Appointing Interim Library Director

WHEREAS, the Library Director position at East Brunswick Public Library will be vacant effective March 24, 2024; and

WHEREAS, for the ongoing operations of the East Brunswick Public Library it is necessary to name an Interim Director; and

WHEREAS, Karen Parry has been offered the position of Interim Director and has agreed to serve as Interim Director while fulfilling her current position as Manager of Information Services at the East Brunswick Public Library for an annual salary of \$120,000; and

NOW, THEREFORE, BE IT RESOLVED, the East Brunswick Public Library Board of Trustees appoints Karen Parry as Interim Director for an annualized salary of \$120,000 pro-rated at \$60,000 for a six month period commencing on March 24, 2024 and through September 24, 2024; and

BE IT FURTHER RESOLVED that at the end of the six-month period the East Brunswick Public Library Board of Trustees will re-evaluate whether to extend the position of Interim Director for an additional six months.

Dr. Freedman made a motion to approve Resolution #10,865. Ms. Talbot seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Resolution #10,866

Temporary 2024 Library Budget

WHEREAS, the Township of East Brunswick will approve the municipal budget, including the library appropriation, later in the year 2024; and

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

WHEREAS, it was determined that 26.25% of the 2023 budget, the maximum allowable quarterly temporary budget for the second quarter (April through June) of 2024, is \$1,223,134.00.

NOW THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board of Trustees approves a temporary budget of \$1,223,134.00.

Mr. Christie made a motion to approve Resolution #10,866. Mr. Palombit seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, Ms. Palumbo and Ms. Talbot. Voting no: None. Abstaining: None.

Information Items:

There were no information items.

Adjournment:

There being no further business, Dr. Freedman made a motion to adjourn at 9:07 pm. Mr. Palombit seconded. The motion was unanimously approved.

Respectfully submitted,
Mr. Wayne Christie, Secretary