

East Brunswick Public Library
Board of Trustees Meeting
November 17, 2020

Attendees:

| | |
|------------------------------------------|---------------------------------------------------|
| Mary Pan, Vice President | Melissa Kuzma, Library Director |
| Deborah Cornavaca, President (Arr. 7:03) | Daragh McAuley, Exec. Administrative Ass't. |
| Mayor Brad Cohen | Karen Karnchanapee, Pres., Friends of the Library |
| Dr. Ken Freedman | Linda Carbley, Pres., Friends of the Library |
| Aarti Punjabi, Treasurer (Arr. 7:05) | Melissa Hozik, Adult Programming Librarian |
| Nicole Tibbetts | Angel Albanese, CFO, East Brunswick Township |
| Kathy Spadafino | Sofia Sepulveda, Student Representative |
| | Aaron Pickett, Youth Services Manager |
| | Alicia Abrams |
| | Dana Vocht, Youth Services Librarian |
| | Wayne Christie |
| | Scott Clelland, Wiss and Company |
| | Rachel Kleinman, Wiss and Company |

Note: The meeting was held via zoom conference.

Ms. Pan called the meeting to order at 7:01 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 adopt the November 17, 2020 amended agenda. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Pan, Ms. Spadafino and Ms. Tibbetts. Voting no: none.

Minutes of September 15, 2020:

Mayor Cohen made a motion to approve the minutes of September 15, 2020. Dr. Freedman seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan and Ms. Spadafino. Voting no: None. Abstaining: Ms. Tibbetts.

Minutes of October 20, 2020:

Mayor Cohen made a motion to approve the minutes of October 20, 2020. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Pan, Ms. Spadafino and Ms. Tibbetts. Voting no: None. Abstaining: Ms. Cornavaca and Ms. Punjabi.

Public Participation:

Karen Karnchanapee, co-President of the Friends of the Library, reported that the Friends have been able to maintain a steady stream of income despite the challenges that the pandemic brought on. They had a table at the East Brunswick Farmer's Market last week, and will have one this Sunday in front of the Library to sell books, candles, tote bags and oil and vinegar sets. The online sale of t-shirts and sweatshirts continues, and a sale of Gertrude Hawk chocolates has begun. The fall meeting with author Ruth Behar will be held via Zoom on November 19.

Sofia Sepulveda, the student representative, read the teen report for October. A TAG meeting was held with 32 attendees, 9 of whom were new members. The East Brunswick Meds Unite and the East Brunswick Red Cross Club both held successful meetings. The Library social worker, Samantha Seigerman, is working with teen librarian Jenna to hold some yoga programs for teens. Overall teens contributed 183 volunteer hours to the Library in October.

Ms. Pan reported that the Foundation did not meet in October.

Mayor Cohen reported that the township's plans to open the municipal building have been put on hold due to the rising cases of Covid-19. Mayor Cohen recorded a Covid-19 update on EBTv, and encouraged all to watch.

Wayne Christie reported that the NJLTA held a discussion about the Construction Bond awards and they hope to find out information about the next round of awards.

Scott Clelland, from Wiss and Company, LLC, gave a review of the 2019 Library audit, all of which was performed remotely. He reported that they gave a clean, unmodified opinion, and no material weaknesses were found. He reviewed several of the charts in the report. They had 2 recommendations: 1. Create a resolution to memorialize the annual staff salaries; and 2. Review all restricted fund balances and evaluate whether they are truly restricted or should be reclassified as Board designated funds. Angel Albanese, the Township CFO, added that any unspent funds can be returned to the Library right away, at the beginning of the new year. She would also like to see a consolidation of the various bank accounts.

Treasurers Report:

The Board reviewed the Treasurer's report, the monthly statistics and the reserve and bank reports. Ms. Pan made a motion to approve the October 26, and November 18, 2020 bill lists. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

No committees met this month. Ms. Cornavaca mentioned the need for several committees at this time. Mayor Cohen, Ms. Pan, Ms. Punjabi and Ms. Spadafino volunteered to sit on the

Building Committee. Dr. Freedman, Ms. Palumbo and Ms. Tibbetts were named to the Policy Committee.

Director's Report:

Ms. Kuzma gave the highlights of the October Director's Report, which included:

- The library was named the Best Public Library in 2020 in the My Central Jersey Reader's Choice Awards;
- In 2019, EBPL was the highest circulating single branch library in the state, and ranked #15 in program attendance and visits to the library;
- Approximately 9% of patrons are completing the contact tracing forms;
- All staff started taking their temperature and filling out a health screening form, each time they enter the building;
- Staff are conducting many health and business programs.

Dr. Freedman made a motion to approve the staff changes on the October Director's Report. Ms. Pan seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

Old Business:

A. Covid 19 Update

Ms. Cornavaca mentioned the increased Covid-19 restrictions put in place by the Governor, and wanted to discuss closing the Library between Thanksgiving and Christmas. Ms. Kuzma shared that she spoke to several library directors who have already gone back to curbside pick-up service only. She is concerned for the health of the staff, and offering limited services would allow for ½ staff to be in the building at one time. The Board discussed this issue and recommended that the Library close to the public from Thanksgiving through mid-January, and offer services by appointment only.

B. Construction Bond Update

Ms. Kuzma reported that EBPL did not receive a Construction Bond Grant award, but no information from the State Library has been forthcoming about how they picked the projects. She did some research and feels that most of the projects were awarded to libraries with a dire need. She would like to meet with the Building Committee in the near future to discuss how to proceed with possibly applying for a phase 2 grant.

New Business:

A. 2021 Salary and Wage Table

Ms. Kuzma explained that the only changes were to the cleaner and book sorter positions to raise them to the 2021 minimum wage. Ms. Cornavaca made a motion to approve the 2021 Salary and

Wage Table. Dr. Freedman seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

B. 2021 Staff Raises

Ms. Cornavaca explained that the library traditionally follows what the township awards its' staff, and would like to propose a 2 ½% raise. Ms. Kuzma explained the variation in this rate for full-time staff. Ms. Cornavaca moved to approve a 2 ½% raise for all staff for 2021, with a resolution explaining the breakdown to be included on next month's Board meeting agenda. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

C. Resolution #10,767 Postponement of Annual LMx Meeting

Resolution #10,767

Postponement of Annual LMx Meeting

WHEREAS, the East Brunswick Public Library has been a member of Libraries of Middlesex (LMx) for many years. This organization facilitates communication between local libraries.

WHEREAS, LMx traditionally holds a biannual meeting and awards reception to approve the budget and elect new officers. However, this year, COVID-19 restrictions will make this meeting impossible.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES approves the postponement of the annual meeting, and the keeping of the current officers and budget until a meeting can be held in 2021.

Mayor Cohen made a motion to approve the above resolution. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

D. Resolution #10,766 Closed Session

Resolution #10,766

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's Contract

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.

Mayor Cohen made a motion to approve the above resolution. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

The Board moved into closed session at 8:30 pm.

The Board returned to open session at 8:55 pm.

Information Items:

There being no further business, Dr. Freedman made a motion to adjourn at 9:00 pm. Ms. Tibbetts seconded.

Respectfully submitted,
Ms. Patricia Palumbo, Secretary