

East Brunswick Public Library
Board of Trustees Meeting
November 23, 2021

Ms. Palumbo called the 604th meeting of the Board of Trustees to order at 7:47 pm. Present were:

Mayor Brad Cohen, President (Arr. 7:50)	John Arthur, Library Director
Patricia Palumbo, Vice-President	Mike Bobish, Assistant Library Director
Dr. Ken Freedman	Daragh McAuley, Exec. Administrative Ass't.
Aarti Punjabi, Treasurer	Angel Albanese, CFO, Township of East Brunswick
Nicole Tibbetts, Secretary	Sofia Sepulveda, Student Representative
Ashish Verma	Eliana Zhang, Student Representative

Ms. Palumbo 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 October 26, 2021:

Dr. Freedman made a motion to approve the minutes of the October 26, 2021 meeting. Ms. Tibbetts seconded. Voting yes: Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

Public Participation:

The Friends of the Library submitted a report that was read by Mr. Bobish. The family portrait fundraiser was successful with 60 sessions scheduled. They hope to do it again in the spring. They are also holding a fundraiser at the Colonial Diner on December 1.

Sofia Sepulveda, the teen representative, reported that the teens logged 125 volunteer hours assisting with craft classes during the month of October, 35 teens volunteered at the Friends' book sale, and 30 members attended the TAG meeting.

Mr. Arthur reported that the Foundation Board has not met, but will meet at the middle of December.

Mayor Cohen reported that the contracts with most of the municipal unions have been settled. He also reported that the Harvest Fest, which was held to highlight the historic district in town, was a great success.

Treasurer's Report:

The Board reviewed the Treasurer's report, the monthly statistics, and the reserve reports. Mr. Arthur pointed out that a revised bill list was sent to the Board members to remove two purchase orders: one from the credit card, and one from 2020 for computer equipment. Ms. Albanese said that the purchase order from 2020 is all right to pay.

Ms. Tibbetts made a motion to approve the November 24, 2021 bill list, with the addition of the 2020 purchase order for computer equipment. Ms. Palumbo seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

The finance and policy committees met this month, and their reports will be discussed later on in the meeting.

Director's Report:

Mr. Arthur reported that the Library was awarded a \$222,000 grant from the NJ State Library. Library administration interviewed candidates to perform the work for this grant, and a selection has been made. 35 libraries from around the state have already signed-up to participate in the program being funded by this grant. Mr. Arthur is currently working on another grant to provide English Language classes at the library.

Mayor Cohen made a motion to approve the October 2021 Director's Reports. Mr. Verma seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

Old Business:

A. Fees for DVDs/Games

Mr. Arthur pointed out an update of the report submitted last month, and noted that the revenue from these fees is trending downward.

B. Daniel's Law Compliance

One board member still needs to complete this form.

C. Strategic Planning Committee

Mr. Arthur reported that Dr. Freedman previously volunteered to serve on this committee. Ms. Palumbo and Mr. Verma also agreed to join. The committee will be comprised of a few staff members, Friends of the Library and several community members. The committee will begin meeting in January.

New Business:

A. 2022 Salary and Wage Table

Mr. Arthur explained that this table shows the range of salaries for each staff position. The revisions for this year include raising the minimum wage positions to \$14.00/hour, and raising the upper limit of 2 positions to accommodate the proposed 2022 raises. A discussion ensued about the language on the table, and it was requested that this be streamlined.

Mayor Cohen made a motion to approve the table, with the understanding that administration will change the language and indicate \$14.00 for the minimum wage positions. Dr. Freedman seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

B. 2022 Budget

Mr. Arthur reported that he went over the preliminary budget with all of the managers and the finance committee. The final budget will not be determined until spring of 2022. The first quarter of the 2022 budget will be estimated.

C. Youth Safety Policy

Mr. Arthur explained that this policy was created to align with JIF recommendations and state statutes. It also underwent an attorney review. Mr. Arthur reviewed the main points of the policy, and explained that all policies are posted on the library website. The Board suggested posting this policy in the library, and perhaps run an infomercial on EBT. The Board questioned whether this policy addressed minors' access to computers and the internet. Dr. Freedman made a motion to approve the Youth Safety Policy with the condition that Library administration will look into providing an updated internet safety policy. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

D. 2022 to 2025 Capital Plan

Mr. Arthur explained that the 2022 plans are estimates, but several of the projects for the later years may change if needed. The Board suggested talking to the Senior Center about using their kitchen, instead of building one in the library.

Mr. Verma made a motion to approve this plan. Ms. Punjabi seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

E. Additional Budget Line

Mr. Arthur explained that the library is looking for a solution to accepting the Friends checks for payment to the credit card. Ms. Albanese will meet with Library administration at a later date to come up with a solution.

F. Goals 2022

At the request of Dr. Freedman, Mr. Arthur came up with these goals for himself for the coming year. They include plans to increase services, obtain grant funding, increase staff training, create a strategic plan and advance building projects.

G. Resolution #10,791 NJ Health Connect Grant

East Brunswick Public Library

Board of Trustees

Resolution #10,791

To Apply for Project Grant Funds

BE IT RESOLVED that the East Brunswick Public Library Board of Trustees hereby certifies that permission has been granted to apply for the FY22 Grant Opportunity: *American Rescue Plan Act of 2021 NJHealthConnect @ Your Library* in the amount of \$222,893.21.

This grant will have a start date of approximately December 1, 2021 and end date of September 30, 2022.

Mr. Verma made a motion to approve this resolution. Dr. Freedman seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

H. Resolution #10,792 2022 Staff Raises

East Brunswick Public Library

Board of Trustees

Resolution #10,792

2022 Salary Increases

WHEREAS the Library Administration and Library Board Finance Committee has determined the following raises to be financially feasible, and

WHEREAS the Library Administration and Board of Trustees acknowledge the exceptional work of the East Brunswick Public Library staff;

BE IT RESOLVED that the 2022 salary increase will be 3.25% for all East Brunswick Public Library staff, with the exception of those positions which are paid an hourly rate below \$14 per hour. For all staff earning less than \$14.00

per hour as of November 22, 2021, the hourly rate will increase to \$14.00/hour. These raises will be effective January 1, 2022.

Mr. Arthur explained that he met with the finance committee and discussed the proposed raises. He explained that they are achievable by cutting one 8 hour/week position in the Information Services Department, and managers and other staff will rotate to fill in this shift. The proposed 3.25% raise matches what the township is giving their employees, and the \$14.00/hour salary for the minimum wage positions will make those positions more competitive.

Dr. Freedman made a motion to approve this resolution. Mr. Verma seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi, Ms. Tibbetts and Mr. Verma. Voting no: None.

Information Items:

There being no further business, Ms. Tibbetts made a motion to adjourn at 9:15 pm. Dr. Freedman seconded.

Respectfully submitted,
Ms. Nicole Tibbetts, Secretary