

East Brunswick Public Library  
Board of Trustees Meeting  
October 17, 2023

Attendees:

Otu Amankwah  
Dr. Joyce Boley  
Wayne Christie  
Lisa Gurevich  
Patricia Palumbo

Karen Parry, Interim Library Director  
Maria Carmelo, Exec. Admin. Assistant  
Debbie LeSeur, Friends President  
Zainab Jaorawala, Teen Representative

Mr. Amankwah called the meeting to order at 7:39 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 September 19, 2023:**

Dr. Boley made a motion to approve the minutes of the September 19, 2023 meeting. Mr. Christie seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, and Ms. Gurevich. Voting no: None. Abstaining: Ms. Palumbo.

Mr. Christie made a motion to approve the closed session minutes of the September 19, 2023 meeting. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Dr. Boley and Mr. Christie. Voting no: None. Abstaining: Ms. Gurevich and Ms. Palumbo.

**Public Participation:**

Ms. Jaorawala presented the September Teen Report. The Teens held their monthly TAG meeting on September 7<sup>th</sup> and welcomed two new representatives to their Executive Board. The Teens discussed new procedures they would like to put in place, including monthly volunteer activities. The bulletin board theme for the month is Halloween, and the window is decorated with fall themed post-its. The Teens also helped in decorating end caps with a Banned Books display.

In the Friends Report, Ms. LeSeur was excited to announce that The Friends, along with youth council and honor student volunteers raised \$26,645.40 at their annual Book Sale held at the Brunswick Square Mall. Also, the in-house book sale has raised \$7,055.24 to date.

In celebration of National Friends of The Library Week, The Friends will be hosting an open house on Saturday, October 21<sup>st</sup> from 1:00 – 4:00 pm, after the Jenkinson’s Penguin Pointers program in the library’s meeting rooms in hopes of signing up new members. A raffle will be held and light refreshments and snacks will be served.

The Pop-Up Bling Sale will be on display in front of the Makerspace through the end of the month. The Friends will be collecting clothing, toys, books and small appliances from 7:00 am – 12:00 pm on Sunday, November 12<sup>th</sup> at their Clothing Drive. All items must be in a tied up garbage bag and can be dropped off at the truck in the library parking lot. Also on Sunday, November 12<sup>th</sup>, the Friends will be hosting a Handmade Craft & Art Fair in the library meeting rooms from 12:00 noon – 4:00 pm. On Thursday, November 16<sup>th</sup>, The Friends will be hosting Shirley Russak Wachtel, the author of, "A Castle in Brooklyn" at their Author Talk program from 7:30 pm – 9:30 pm in meeting rooms 1 & 2 at the library. Finally, The Friends will be holding a Crumble Cookie Fundraiser on November 21<sup>st</sup> & 22<sup>nd</sup>, just in time for Thanksgiving.

There was no Foundation Report.

There was no Township Report.

Dr. Boley presented the School District Report. The library's Paul Kibala, Adult Services Librarian, visited the ESL night school class to share about the library's ESL and English Conversation Group programs. Karen Parry, the library's Information Services Manager also shared about health programs. Also, parent-teacher conferences are to be held this month.

There were no public comments.

#### **Treasurers Report:**

There were no major changes in the financial report this month.

Ms. Palumbo made a motion to approve the October 18, 2023 bill list. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

#### **Correspondence:**

There was no correspondence.

#### **Reports of Standing and Special Committees:**

The Library Branch Committee is planning to meet this month.

#### **Director's Report:**

Ms. Parry reviewed September's Director's Report and was excited to announce that the library was featured in the September issue of Library Journal. Ms. Parry also commended library staff, especially the IT Department, in getting the library up and running after the ransomware attack the township fell victim to in September.

Mr. Christie made a motion to approve the September 2023 Director's Report. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

**Old Business:**

There was no old business.

**New Business:**

*Resolution #10,848*

**Authorizing Township of East Brunswick to Advertise for Library Board Attorney  
Under the Fair and Open Process for Professional Contracts**

**WHEREAS**, the East Brunswick Township Council has adopted a proposal for a Fair and Open Process for the award of professional contracts and contracts for extraordinary unspecifiable services; and

**WHEREAS**, the Township of East Brunswick has invited the Library Board to utilize the services of the Township of East Brunswick website for the purposes of receiving Requests for Quotations for the position of Library Board Attorney;

**NOW THEREFORE BE IT RESOLVED** that the Library Board of Trustees hereby authorizes the Township of East Brunswick to utilize its website for the benefit of the East Brunswick Public Library and specifically to advertise for Requests for Quotations for the position of Library Board Attorney.

Ms. Gurevich made a motion to approve Resolution #10,848. Mr. Christie seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

*Resolution #10,849*

**Authorizing Township of East Brunswick to Advertise for Labor Counsel  
Under the Fair and Open Process for Professional Contracts**

**WHEREAS**, the East Brunswick Township Council has adopted a proposal for a Fair and Open Process for the award of professional contracts and contracts for extraordinary unspecifiable services; and

**WHEREAS**, the Township of East Brunswick has invited the Library Board to utilize the services of the Township of East Brunswick website for the purposes of receiving Requests for Quotations for the position of Library Labor Counsel;

**NOW THEREFORE BE IT RESOLVED** that the Library Board of Trustees hereby authorizes the Township of East Brunswick to utilize its website for the benefit of the East Brunswick Public Library and specifically to advertise for Requests for Quotations for the position of Library Labor Counsel.

Mr. Christie made a motion to approve Resolution #10,849. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

*Resolution #10,850*

**2023 Appropriation of Per Capita State Aid**

**BE IT RESOLVED** that the expenditure of 2023 Per Capita State Aid funds in the amount of \$27,366.00 be allocated to the following budget lines by the East Brunswick Public Library Board of Trustees:

<i>Adult Services</i>		
Printed Adult and Circulating Materials		\$13,683.00
<i>Youth Services</i>		
Printed youth and Circulating Materials		\$13,683.00
<b>TOTAL:</b>		<b>\$27,366.00</b>

Dr. Boley made a motion to approve Resolution #10,850. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

*Resolution #10,851*

**Acceptance of the 2022 Audit of Library Accounts**

**WHEREAS**, NJSA 40A:5-4 requires that the Board of Trustees appoint a registered municipal accountant to audit the Library's financial records; and

**WHEREAS**, PKF O'Connor Davies, LLP performed the audit for the year ending December 31, 2022 and submitted the report on September 15, 2023.

**NOW THEREFORE BE IT RESOLVED** that the East Brunswick Public Library Board of Trustees accepts the audit report from PKF O'Connor Davies, LLP.

Mr. Christie made a motion to approve Resolution #10,851. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

The Board discussed potential revisions to the Youth Safety Policy and agreed to revisit on a future date contingent upon some minor changes in wording to be discussed with library management and the library attorney.

Mr. Christie made a motion to table the approval of the revised Youth Safety Policy to next month's meeting. Ms. Gurevich seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

The Board reviewed 2024 Library Board of Trustees meeting dates and agreed to revisit at next month's meeting pending confirmation that none of the meeting dates interfere with other township events.

Mr. Christie made a motion to table the approval of the 2024 Library Board of Trustees meeting dates to next month's meeting. Dr. Boley seconded. Voting yes: Mr. Amankwah, Dr. Boley, Mr. Christie, Ms. Gurevich and Ms. Palumbo. Voting no: None. Abstaining: None.

**Information Items:**

There were no information items.

**Adjournment:**

There being no further business, Ms. Palumbo made a motion to adjourn at 8:27 pm. Mr. Christie seconded. The motion was unanimously approved.

Respectfully submitted,  
Mr. Wayne Christie, Secretary