

East Brunswick Public Library
Board of Trustees Meeting
October 18, 2022

Attendees:

Otu Amankwah	John Arthur, Library Director
JoAnn Chmielowicz	Michael Bobish, Assistant Library Director
Wayne Christie (Arr 7:35)	Daragh McAuley, Exec. Admin. Assistant
Mayor Brad Cohen	Donna Forte, Co-President, Friends of the Library
Ken Freedman	Zainab Jaorawala, Student Representative
Patricia Palumbo	
Aarti Punjabi	
Nicole Tibbetts	

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.

Minutes of September 20, 2022:

Dr. Freedman made a motion to approve the minutes of the September 20, 2022 regular meeting. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Dr. Freedman. Ms. Palumbo, Ms. Punjabi and Ms. Tibbetts. Abstaining: Mayor Cohen. Voting no: None.

Public Participation:

Donna Forte, the Co-President of the Friends of the Library, reported that the annual Book Sale was held on October 10-16 at Brunswick Square Mall, and grossed \$30,793. She thanked the Youth Council and the Mall ownership with their assistance during the week. A Family Photo event will be held on October 22 & 23, and the Bling Sale will be held on November 5 & 6. Defensive Driving classes will be held on November 14 & 15, and the Fall Program will be on November 17, entitled ‘The Life and Music of Bobby Darin.’ Ms. Chmielowicz, on behalf of the entire Board, thanked the Friends for their hard work during the book sale.

Zainab Jaorawala, the Student Representative, read the teen report for September. Five programs were held during the month, including a TAG meeting and 2 debate clubs. Ninety-eight teens attended these programs, and logged 89 volunteer hours.

Mr. Arthur reported that the Foundation Board met with 4 potential new Board members on October 17. He is also in touch with 2 other people who are also interested in becoming Board members. The Foundation is awaiting the strategic plan report to determine their fundraising efforts for the future.

Mayor Cohen reported that the township redevelopment has started on Route 18. This area will be mixed use- retail and apartments. He feels that either this area, or the area on Tices Lane, would make a good location for a branch library. Mayor Cohen mentioned that he attended the Health Literacy Month event at the Library where John Arthur and Karen Parry received awards for their work on the ARPA Grant. The Library was also named Non-Profit of the Year by the Chamber of Commerce. Mayor Cohen invited all to attend the Mayor's Gala on November 9, which benefits individuals facing difficult circumstances in East Brunswick.

Ms. Tibbetts reported that school is half-way through the 1st marking period. Parent teacher conferences will be held soon, and all of the elementary schools are participating in Walk to School Day. On October 27, the President's Own Marine Band will be performing at The Jo Ann Magistro Performing Arts Center in Hammarskjold Upper Elementary School.

Treasurers Report:

Mr. Arthur reported that the employee health care costs were paid to the township, which is not reflected in this month's report. The amount was \$635,781, which is less than budgeted, and he is waiting to hear if this is the total for the year. Mr. Arthur feels that overall spending will be close to what was budgeted, but would like to use any surplus money to purchase books to decrease the hold wait time. He asked if the Board would like for staff to overspend the budget lines, as long as the total budget is not exceeded, or move any surplus funds to other lines where it is needed. The Board agreed that over spending the budget lines is acceptable. Mr. Arthur reported on the issue with the credit card processing company, and a discussion was held about finding another processing company to use. There is no word yet on the County Block Grant for the Children's room renovation. If the grant is not received, the renovation will be paid out of Children's room Reserves and Building Reserves. Revenue for the year is ahead of what was projected.

Mr. Christie made a motion to approve the October 19, 2022 bill list. Mayor Cohen seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi and Ms. Tibbetts. Voting no: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

A. Building Committee

This committee did not meet this month. Mr. Arthur reported that the lighting fixtures specified in the Children's room cannot be acquired in a timely manner, therefore the contractor sourced another fixture, which has been approved by the architect. Mr. Arthur is waiting to hear when the construction will begin, and on what date the pre-construction meeting will be held.

B. Policy Committee

This committee did not meet, but Mr. Arthur will be sending them some policies for the new Makerspace equipment to review.

C. Personnel Committee

The committee did not meet, but Mr. Arthur reported that the library is almost fully staffed.

D. Strategic Planning Committee

Mr. Arthur reported that 5 focus groups have been held, and 2 more are scheduled. Approximately 200 people have responded to the survey, and administration will keep the survey open until a sufficient number of responses have been received. The Board suggested sending the survey to the school board to include in their Community Blast, and sending it to the Chamber of Commerce. It was also suggested posting it in the Mall, and on the library website.

Director's Report:

Mr. Arthur thanked Mayor Cohen and Ms. Tibbetts for attending the Health Literacy event earlier in the day. Administration is waiting to hear if we have been awarded the music grant for 2023. There will be a Makerspace open house planned when the new equipment is up and running. The winners of the National Medal of Museum and Library Service Award will be announced next spring, and Mr. Arthur is working on obtaining nomination letters from elected officials.

Mr. Christie made a motion to approve the staff changes in the September 2022 Director's Report. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi and Ms. Tibbetts. Voting no: None.

New Business:

A. *Resolution #10,821 – Authorize Township to Advertise for Library Board Attorney*

Resolution #10,821

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.

B. Resolution #10,822- Authorize Township to Advertise for Library Labor Counsel

Resolution #10,822

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; and

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. Arthur explained that the above 2 resolutions allows the township to advertise for the library attorneys.

C. Resolution #10,823 – Appropriation of 2022 Per Capita State Aid

Resolution #10,823

2022 Appropriation of Per Capita State Aid

BE IT RESOLVED that the expenditure of 2022 Per Capita State Aid funds in the amount of \$25,600.00 be allocated to the following budget lines by the East Brunswick Public Library Board of Trustees:

Adult Services

Printed Adult and Circulating Materials	\$ 12,800
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Youth Services

Printed Youth and Circulating Materials	\$ 12,800
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TOTAL	\$25,600
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Mr. Arthur explained that the State Library wants the library to memorialize where these funds are being spent.

D. Resolution #10,824 – Awarding Contract for Hearing Induction Loop System and Equipment

Resolution #10,824

Resolution to Award a Contract for the Hearing Induction Loop System and Equipment

WHEREAS, the East Brunswick Library Board of Trustees issued a RFP for installation of a Hearing Induction Loop System and Equipment; and

WHEREAS, the Library received a bid from Audio Directions, Inc., 122 Bedens Brook Road, Skillman, NJ 08558 in the amount of \$51,850.00; and

WHEREAS, Section 7 of the RFP - AWARD OF CONTRACT, provides that the award of contract, if it is awarded, will be to the lowest responsive and responsible bidder; and

WHEREAS, the Library has determined that Audio Directions is a responsible bidder and the lowest cost bidder; and

WHEREAS, the Library has sufficient funds available to pay for the costs of this bid based on a Grant received from Middlesex County for this project in the amount of \$45,000.00, with the remaining \$6,850.00 to be funded out of the Library's Building Reserve Fund.

NOW, THEREFORE, BE IT RESOLVED, by the East Brunswick Library Board of Trustees that it hereby awards the Contract for the Hearing Induction Loop System and Equipment to Audio Directions, Inc., 122 Bedens Brook Road, Skillman, NJ 08558 in an amount not to exceed \$51,850.00, and subject to all Bid Specifications and Contract Documents.

Mr. Arthur explained that the bid came in higher than the grant amount, due to an increase in material costs and the necessity of prevailing wages. The remaining cost will be paid with library funds.

E. Adding Staff In-Service Day to the Holiday Calendar

Mr. Arthur would like to add Wednesday, May 24, 2023 as a library closure to hold staff training. His intention is to hold this each year.

F. Annual Board Meeting Dates

The Board reviewed the attached list of meeting dates. Administration confirmed that they did not conflict with any religious holidays.

Mr. Amankwah made a motion to approve items A through F. Ms. Palumbo seconded. Voting yes: Mr. Amankwah, Ms. Chmielowicz, Mr. Christie, Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Punjabi and Ms. Tibbetts. Voting no: None.

Information Items:

There being no further business, Mr. Amankwah made a motion to adjourn at 8:45 pm. Mr. Christie seconded.

Respectfully submitted,
Mr. Wayne Christie, Secretary