

East Brunswick Public Library  
Board of Trustees Meeting  
October 20, 2020

Attendees:

Mary Pan, Vice President  
Patricia Palumbo, Secretary  
Mayor Brad Cohen  
Dr. Ken Freedman  
Aarti Punjabi, Treasurer  
Nicole Tibbetts  
Kathy Spadafino (Arr. 7:20)

Melissa Kuzma, Library Director  
Daragh McAuley, Exec. Administrative Ass't.  
Karen Karnchanapee, Pres., Friends of the Library  
Linda Carbley, Pres., Friends of the Library  
Melissa Hozik, Adult Programming Librarian  
Angel Albanese, CFO, East Brunswick Township  
Anushka Karande, Student Representative  
Gary Matoren, East Brunswick Resident

Note: The meeting was held via zoom conference.

Ms. Pan called the meeting to order at 7:04 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.

All stood for the Pledge of Allegiance.

**Agenda:**

Dr. Freedman made a motion to adopt the October 20, 2020 agenda. Ms. Punjabi seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi 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, Dr. Freedman and Ms. Pan. Voting no: None. Abstaining: Ms. Palumbo, Ms. Punjabi and Ms. Tibbetts. Since a majority was not achieved, this vote will be tabled until the next meeting.

**Public Participation:**

Karen Karnchanapee, co-President of the Friends of the Library, reported that the outdoor book sale held the first weekend in October was successful, and they are considering holding an indoor sale in the near future. The family photo shoot was also successful, and they are planning another one before Thanksgiving. The t-shirt and hoodie sale is continuing, and a virtual wine tasting will be held on October 23. The fall meeting with author Ruth Behar will be held via Zoom on November 19.

Anushka Karande, the student representative, read the teen report for September. A TAG meeting was held with 42 attendees, several of whom were new members. The final Dungeons and Dragons program was held with 6 attendees. Overall teens contributed 175 volunteer hours to the Library in September.

Ms. Kuzma reported that the Foundation met briefly to receive an update of what is going on in the library and to discuss the appeal email. Mayor Cohen asked how many members were currently on the Foundation Board. He suggested that they recruit more members prior to beginning a capital campaign.

Mayor Cohen reported that the township plans to open the municipal building on Election Day. He recently taped a segment on EBTv giving an update on the township's Covid-19 response, and encouraged all to watch. He reported that the Covid-19 infection rate in East Brunswick remains low, despite the rising numbers in the state.

Mr. Gary Matoren, an East Brunswick resident, then spoke describing his philanthropic activities during the Covid-19 pandemic, and shared his wish to become a member of the Library Board or Foundation Board.

### **Treasurers Report:**

Ms. Kuzma explained that the reserve report is not indicating up to date balances, and Ms. Albanese reported that the reserve money will be moved to the correct accounts after the 2019 audit is complete. The Board reviewed the Treasurer's report, the monthly statistics and the reserve and bank reports. Mayor Cohen made a motion to approve the September 24, October 12 and October 21, 2020 bill lists. Ms. Pan seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, 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.

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

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

- The library reopened to the public on September 23, and we are seeing an average daily attendance of 190 patrons;
- Nights and weekends remain very slow;
- Curbside pick-up appointments are approximately 10/day, down from an average of 70/day; The self-check machines are handling 70% of the checkouts;
- A full-time staffed welcome desk has been placed in the front of the library, to keep count of how many patrons are in the building at one time; Currently, the maximum

allowable of 55 patrons has never been reached; In a few weeks this desk will be moved behind the information desk to be used for notary appointments;

- Many programs are being held virtually;
- Three mini grants were awarded to the Library this month;
- Passports remains busy, with appointments scheduled almost 2 weeks out.

**Old Business:**

*A. Covid 19 Update*

Ms. Kuzma reported that the maintenance staff is performing extra cleaning, and monitoring social distancing among patrons. A submission was made for Cares Act reimbursement for \$7000 in expenses from July-September 2020. A log of Covid-related work tasks was created and submitted, with the hope of getting some of the salary costs reimbursed. Air purifiers were installed in all of the staff areas, and Ms. Kuzma is working with the HVAC contractor to have an air balancer attached to the system. Mayor Cohen brought up the subject of having patrons sign into the library (voluntarily) to assist in contact tracing. Ms. Kuzma read a passage from library law that states that this is allowable, and she also spoke to the library attorney, who agreed. A discussion ensued about this issue, and it was suggested to have a sign-in sheet for a trial period. Mayor Cohen made a motion to approve a voluntary sign-in sheet for patrons, for a trial period ending at the November Board meeting, and at that time its usefulness will be reassessed. Dr. Freedman seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*B. Construction Bond Update*

Ms. Kuzma said that the state has not released the list of grant awardees, but an announcement is expected by the end of the month.

**New Business:**

*A. Resolution #10,760 Authorizing Township to Advertise for Attorney*

Resolution #10,760

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.

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

*B. Resolution #10,761 Authorizing Township to Advertise for Labor Counsel*

Resolution #10,761

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.

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

*C. Resolution #10,762 Resilient Communities-Libraries Respond to Climate Change Grant Acceptance*

Resolution #10,762

Resilient Communities: Libraries Respond to Climate Change Grant Acceptance

WHEREAS, the American Library Association (ALA), advertised for a grant entitled: **Resilient Communities: Libraries Respond to Climate Change**. This grant was awarded to help libraries engage their communities in programs and conversations that address the climate crisis, and will be used to fund library programs, community dialogues and related events in 2020 and 2021.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts this grant in the amount of \$1000.00

Ms. Kuzma explained that this was a mini grant that will be used to fund several programs about climate change. Dr. Freedman made a motion to approve the above resolution. Ms. Palumbo seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*D. Resolution #10,763 Virtual Learning and Enhancement Grant Acceptance*

Resolution #10,763

Virtual Learning and Enhancement

WHEREAS, the American Library Association (ALA) and Google, advertised for a grant entitled: **Virtual Learning and Enhancement**. This grant was awarded to support libraries in offering valuable digital skills classes for their patrons, which are more relevant now due to the COVID-19 emergency. As part of the grant, library staff will receive professional development training through Five-Star Technologies to enhance the library's programming capability, and will expand its training options by offering Google's Applied Digital Skill Curriculum.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts this grant in the amount of \$1000.00

Ms. Kuzma explained that this grant was obtained by the IT Department. Dr. Freedman made a motion to approve the above resolution. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*E. Resolution #10,764 RWJ Covid-19 Funding Support for General Operations During the Covid-19 Pandemic*

Resolution #10,764

RWJ Covid-19 Funding – Support for General Operations During the Covid-19 Pandemic

WHEREAS, the Robert Wood Johnson Foundation advertised for a grant entitled: **RWJ Covid-19 Funding – Support for General Operations During the Covid-19 Pandemic**. This grant was awarded to current New Jersey Health Initiative (NJHI) recipients to provide 3-month supplemental funding to assist people of all age groups and backgrounds who are experiencing isolation, loss, and financial despair as a result of the pandemic. The library has partnered with the Robert Wood Johnson University Hospital and the Holy Family Parish to use the grant funding to provide a bi-lingual social worker to assist participants in accessing information and services.

BE IT RESOLVED THAT THE EAST BRUNSWICK PUBLIC LIBRARY BOARD OF TRUSTEES accepts this grant in the amount of \$6,514.00

Ms. Kuzma explained that the library is using this grant to obtain a social worker to assist patrons who are having difficulties during the pandemic. Dr. Freedman made a motion to approve the above resolution. Ms. Palumbo seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*F. Resolution #10,765 2020 Appropriation of Per Capita State Aid*

Resolution #10,765

2020 Appropriation of Per Capita State Aid

BE IT RESOLVED that the expenditure of 2020 Per Capita State Aid funds in the amount of \$20,588.00 be allocated on the following schedule by the East Brunswick Public Library Board of Trustees:

*Administration*

Salaries & Wages	\$ 2,500
Other Expenses	\$ 500
<i>Adult Services</i>	
Salaries & Wages	\$ 2,000
Other Expenses	\$ 1,000
<i>Youth Services</i>	
Salaries & Wages	\$ 1,500
Other Expenses	\$ 1,000
<i>Circulation</i>	
Salaries & Wages	\$ 3,000
Other Expenses	\$ 500
<i>Information Technology</i>	
Salaries & Wages	\$ 3,000
<i>Information Services</i>	
Salaries & Wages	\$ 2,000
Other Expenses	\$ 1,000
<i>Maintenance</i>	
Salaries & Wages	\$ 2,000
Other Expenses	\$ 588
TOTAL SALARIES & WAGES	\$16,000
TOTAL OTHER EXPENSES	<u>\$4,588</u>
TOTAL	\$20,588

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

*G. Content Selection Policy: Just for the Health of It Portal*

Ms. Kuzma explained that this was written to provide a policy to determine what links are put on the Just for the Health of It Portal. A discussion ensued about how the determination is made, and Dr. Freedman made a motion to table the vote on this until the Board can obtain a clearer understanding of this policy. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*H. Main entrance door replacement contract*

Ms. Kuzma explained that the entrance doors are 40 years old, and are in need of consistent maintenance. It was determined that the library could submit this as a Cares Act expense as an emergency purchase, and be reimbursed for the total fee. Dr. Freedman made a motion to approve the contract. Mayor Cohen seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*I. Room rental refund to Aviva Ray*

Ms. Kuzma explained that Aviva Ray is a long time user of the meeting rooms, and she is requesting a refund of the fee she paid for March rentals. Ms. Tibbetts made a motion to approve the refund. Mayor Cohen seconded. Voting yes: Mayor Cohen, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

**Information Items:**

There being no further business, Mayor Cohen made a motion to adjourn at 8:40 pm. Ms. Punjabi seconded.

Respectfully submitted,  
Ms. Patricia Palumbo, Secretary