

East Brunswick Public Library
Board of Trustees Meeting
October 26, 2021

Mayor Cohen called the 603rd meeting of the Board of Trustees to order at 7:30 pm. Present were:

Mayor Brad Cohen, President	John Arthur, Library Director
JoAnn Chmielowicz	Mike Bobish, Assistant Library Director
Dr. Ken Freedman	Daragh McAuley, Exec. Administrative Ass't.
Aarti Punjabi, Treasurer	Donna Forte, Co-President, Friends of the Library
Kathy Spadafino	Debbie LeSeur, Co-President of Friends of the Library
Nicole Tibbetts, Secretary	Shreya Bhardwaj, Student Representative
Ashish Verma (Arr. 7:40)	

Mayor Cohen announced that the Open Public Meetings Act had been complied with and that a quorum was present. Mayor Cohen distributed ID badges to all Board members, for use when they are at a township function.

All rose for the Pledge of Allegiance.

Minutes of September 28, 2021:

Dr. Freedman made a motion to approve the minutes of the September 28, 2021 meeting. Ms. Tibbetts seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Spadafino and Ms. Tibbetts. Voting no: None. Abstaining: Ms. Punjabi.

Public Participation:

Donna Forte, Co-President of the Friends of the Library, reported that the book sale was a great success, with a revenue of \$30,383.00, despite having shortened mall hours, and less staff and patrons than prior years. She thanked Mayor Cohen for his help in obtaining the storage locker, and the manager of the mall for loaning out the store front. The friends will participate in the trunk or treat in East Brunswick on October 31. The Gertrude Hawk candy sale and the t-shirt sale are both continuing. The Fall program with Oscar Israelowitz, who will offer a presentation on New York City subway art, will be held on November 18.

Shreya Bhardwaj, the teen representative, reported that the teens assisted with many Youth Services programs in September, and 49 volunteer hours were logged. As the school year progresses, more and more teens are returning to the library.

Mr. Arthur reported that the Foundation Board has not met, but they are compiling ideas about how to approach large donors. Dr. Freedman met an attorney who is an expert in wills and trusts, and he will arrange for her to come in to speak to the Foundation and Library Boards.

Mayor Cohen thanked the Library with their help with the coat drive for Afghan refugees. These were delivered to McGuire Air Force Base.

Treasurers Report:

The Board reviewed the Treasurer's report, the monthly statistics, and the reserve reports. Mr. Arthur pointed out the revised, condensed reports. Mayor Cohen pointed out the Budget summary, which indicated that 57% of the total budget has been spent to date. Mr. Arthur added that the health care costs have not been paid yet, so this will increase significantly when they are paid.

Ms. Tibbetts made a motion to approve the October 27, 2021 bill list. Dr. Freedman seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Mr. Verma. Voting no: None.

Correspondence:

There was no correspondence, however, Mr. Arthur reported that he received a call from a patron complaining about the mask mandate who promised to send him some information. When he receives this, he will forward it to the Board.

Reports of Standing and Special Committees:

No committees met this month.

Director's Report:

Mr. Arthur gave some circulation and attendance statistics, and the trend is moving toward normalcy. He is working on several grants, including a \$300,000 grant from the State Library called NJ Health Connect. This grant will enable EBPL to purchase iPads which will have links to health databases on the EBPL website, for distribution to libraries around the state. It will also allow EBPL to hire staff, and increase hours for existing staff. Staff is also applying for a grant entitled Adult Literacy & Career Goals.

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

Old Business:

A. COVID-19 Update

Mr. Arthur reported that nothing has changed, and this will be removed from next month's agenda.

B. Food for Fines

Mr. Arthur described the proposed program: for the month of December, patrons will have \$3.00 of fines waived for each non-perishable food item donated. The donations will be brought to the Aldersgate Crisis Room. Fees for lost or damaged items will not be forgiven through this program. The Board suggested doing this in the summer as well, a time when food insecurity is high.

Ms. Spadafino made a motion to approve the Food for Fines program for the month of December. Ms. Chmielowicz seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Mr. Verma. Voting no: None.

C. Fees for DVDs/Games

Mr. Arthur shared a chart which showed the decrease in fines collected over the past several years. Mr. Arthur would like to have a discussion with the Board in the future about potentially removing these fees. The decrease in collection of these fees is partially due to auto-renewals. Mayor Cohen asked about other libraries, and Mr. Bobish responded that less than 50% of LMxAC libraries are fine free. It is also reported that library usage increases when fines and fees are removed. Mr. Arthur will gather more statistics on this for a future discussion with the Board.

D. Daniel's Law Compliance

Mr. Arthur reported that one Board member still needs to complete this form.

E. Strategic Planning Committee

Mr. Arthur reported that one Board member volunteered to serve on this committee, which will begin meeting in 2022.

New Business:

A. Resolution #10,787 Authorizing Township to Advertise for Attorney

East Brunswick Public Library

Board of Trustees

Resolution #10,787

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

B. Resolution #10,788 Authorizing Township to Advertise for Labor Counsel

East Brunswick Public Library

Board of Trustees

Resolution #10,788

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.

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

C. Resolution #10,789 2021 Appropriation of Per Capita State Aid

East Brunswick Public Library

Board of Trustees

Resolution #10,789

2021 Appropriation of Per Capita State Aid

BE IT RESOLVED that the expenditure of 2021 Per Capita State Aid funds in the amount of \$26,074.00 be allocated on the following schedule by the East Brunswick Public Library Board of Trustees:

<i>Administration</i>	
Salaries & Wages	\$ 4,000
Other Expenses	\$ 1,000
<i>Adult Services</i>	
Salaries & Wages	\$ 2,000
Other Expenses	\$ 1,000
<i>Youth Services</i>	
Salaries & Wages	\$ 2,500
Other Expenses	\$ 1,000
<i>Circulation</i>	
Salaries & Wages	\$ 3,000
Other Expenses	\$ 500
<i>Information Technology</i>	
Salaries & Wages	\$ 3,000
Other Expenses	\$ 1,500
<i>Information Services</i>	
Salaries & Wages	\$ 2,000
Other Expenses	\$ 1,000
<i>Maintenance</i>	
Salaries & Wages	\$ 2,000
Other Expenses	\$ 1,574
TOTAL SALARIES & WAGES	\$18,500
TOTAL OTHER EXPENSES	<u>\$7,574</u>
TOTAL	\$26,074

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

D. Personnel Manual Revision

Mr. Arthur explained that this revision to the sick leave payout rule must be made to conform with a state law which was passed in 2013. Ms. Tibbetts made a motion to approve this revision. Mr. Verma seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Mr. Verma. Voting no: None.

E. Resolution #10,790 Compliance with the Children’s Internet Protection Act

East Brunswick Public Library

Board of Trustees

Resolution #10,790

Compliance with the Children’s Internet Protection Act

WHEREAS it is a requirement of various United States Federal Grants to libraries that the grantee library complies with the Children’s Internet Protection Act, and

WHEREAS the East Brunswick Public Library is currently and in the future plans to pursue such Federal Grants;
BE IT RESOLVED that the East Brunswick Public Library shall comply with the Children’s Internet Protection Act
and will implement the necessary changes for compliance in a timely manner.

Mr. Arthur explained that this would apply to all of the public devices in the building. Ms. Tibbetts made a motion to approve the above resolution. Ms. Chmielowicz seconded. Voting yes: Ms. Chmielowicz, Mayor Cohen, Dr. Freedman, Ms. Punjabi, Ms. Spadafino, Ms. Tibbetts and Mr. Verma. Voting no: None.

F. Youth Safety Policy

Mr. Arthur explained that the policy is still being written, as administration is working with the attorney, and making sure that it conforms to JIF guidelines. It will be presented to the Board at a later date.

Information Items:

Mayor Cohen brought up the December Board meeting, which is scheduled for December 28. He asked if all wanted to hold this meeting, or cancel, and it was decided to cancel the meeting.

There being no further business, Dr. Freedman made a motion to adjourn at 8:53 pm. Ms. Spadafino seconded.

Respectfully submitted,
Ms. Nicole Tibbetts, Secretary