

Minutes
Edison Free Public Library Board of Trustees Meeting
July 9, 2019 7:00 p.m.
Edison Township, 100 Municipal Blvd

1. **Call to order** President Vasant Naik called the meeting to order at 7:10 p.m. and read the Open Public Meeting Act statement.

Present: Suzanne Carson O'Neill; Patricia Massey; Lisa Krauze; Neville Arestani; Joyce Ship-Freeman; Vasant Naik; David Ye; Councilman Sam Joshi; Jane Jiang; Director; Fran Bar-Eli, Chief of Staffing; Sarah Fitzpatrick, Attorney to the Board.

Maureen Ruane; Shannon Peng absent

2. **Approval of minutes from previous meeting** - Minutes from the June board meeting were unanimously approved.

3. **Reports**

A. Financial reports

- a. Trustee Account Report. - The June Trustee Account Report was reviewed.
- b. Approval of bill listing - The June bill listing was reviewed and unanimously approved. Ms. Krauze asked where are the bills for the Amazon and Lowe's credit cards. It was decided that a blanket purchase order would be created for both so it will be easier to identify purchases made from those credit cards. It was also requested that a cumulative total be included so that we don't go over the \$17,500 threshold especially for Lowes since it is one vendor. For Amazon the limit is different since there are different vendors. Mr. Arestani brought up WB Mason and prior charges to the Trustee account. Ms. Ship-Freeman made a motion that the process revert back to PO's for toner from the Trustee account. The motion was unanimously approved.

- B. Director's Report - Director Jiang spoke about some key items that occurred during the past month. Mr. Arestani complimented the Director - "numbers don't lie" - Clara Barton's statistics are up, summer reading numbers are up. Many of the categories have an increase in their numbers. Thank you to the Director and the library staff.

- C. Budget Report - Reviewed. President Naik stated that we should review the line items to see if we need to change the allocations for next year's budget based on how we spent this year.

- D. Trustee Policy Committee - Ms. Massey spoke about the meeting room policy that is still being addressed in committee. They hope to have a completed policy for

September's board meeting. Two additional policies are being written as well. One for photos and videos and one for social media.

- E. Trustee BKM Committee – Mr. Arestani updated the board that the thought being considered at this time is 2 slightly smaller mobile Libraries. At this time the committee is awaiting some more feedback.
- F. Trustee Facilities Committee – Ms. Massey reported that the thoughts of the committee are that we should focus on repairs before we do any upgrades to the library. It is in the current strategic plan for the library however, the priority at this time is to repair Clara Barton and North Edison. The committee will also meet to decide what improvements they do want to do going forward with the three branches. Councilman Joshi was asked to please follow up and work with the township to see if the repairs in CB and NE can be taken care of. The repairs are the responsibility of the township and should not be taken from the library budget. Ms. Ship-Freeman said most people are very frustrated with this since it has been going on for so many years. She asked if Councilman Joshi can assist in speeding it through council and the township. Mr. Arestani and Mr. Robbie Robbins asked to be added to the facilities committee.

4. Unfinished Business

- A. Energy Saving Program – Willdan – Jeffrey Burger - presented PSE&G's proposal. They granted double the state's audit. Willdan also addressed every piece of equipment over 10 years old on his proposal that wasn't addressed by PSE&G which was an additional 5 units. Or an additional 10+ units than the state audit. PSE&G uses bill financing as the copayment. No initial upfront cost and no interest, 36 equal payments added to the PSE&G invoice. It was agreed that Chris Mazauskas from township will work with Willdan. A motion was made and a vote was taken and unanimously approved to move forward with this project.
- B. Job Corps email response –Director Jiang spoke with the liaison of Job Corps after sending an email response. The liaison now understands that the library never rejected anybody from Job Corps and the Director explained what the previous Job Corps Director did to accommodate the students. The liaison will contact the Director after further discussion within Job Corps.

5. Public Comment

- A. Mary Ellen Spitzmiller – Edison resident and retired Bookmobile supervisor How big is the Bookmobile you are considering? In some locations there are 50-70 people that come to the Bookmobile stop. Would they be able to go on the vehicle being considered?

B. Robert Robbins – Edison resident and Supervisor of Buldings and Grounds at the library – Where would you store the 2 Bookmobiles since we have only had one in the past?

C. Esther Nemitz – Edison resident – Ms. Nemitz raised concerns about the Bookmobile and repairs at Clara Barton

D. Mary Ann Hennissey – Edison resident – Suggested possibly having two different size Bookmobiles depending upon the numbers we have from the past.

E. Chris Mazauskas from township stood up and suggested NJ Library Capital Grant that he has been speaking with the Director about for possibly paying for one of the Bookmobiles.

6. **Comments.**

A. Mr. Arestani reached out to BCB Bank and will send the information to the Director to review. Board never approved moving to BCB just to further investigate and take a look at this bank. Mr. Ye brought up besides the interest rate there is a safety issue as well since the balance in the one account is about FDIC limits. We need to make sure the money is protected the same way as in TD Bank. That is what is being looked into now.

7. **Closed Session.** Motion to close the public session. All in favor
 Motion to go into closed session. All in favor

Respectfully submitted,
Fran Bar-Eli