

Minutes
Edison Free Public Library Board of Trustees Meeting
September 10, 2019 7:00 p.m.
Edison Township, 100 Municipal Blvd

1. **Call to order** President Vasant Naik called the meeting to order at 7:08 p.m. and read the Open Public Meeting Act statement.

Present: Suzanne Carson O'Neill; Patricia Massey; Lisa Krauze; Maureen Ruane; Shannon Peng; Joyce Ship-Freeman; Vasant Naik; David Ye; Councilman Sam Joshi; Jane Jiang; Director; Fran Bar-Eli, Chief of Staffing; Benjamin Zilbergeld, substitute Attorney to the Board.

Neville Arestani absent

2. **Approval of minutes from previous meeting** - Minutes from the July board meeting were tabled pending confirmation whether the board approved moving to BCB bank or not. Once that has been determined the minutes will either be corrected or left as is and then voted on.

3. **Unfinished Business** - This got moved ahead because John Soltesz from the township was present to address the board regarding North Edison's Children's floor. John is in the Engineering/Code Enforcement department. Mr. Soltesz stated that he looked at the floor in the addition last year. It had settled and pivoted and raised up about ½ inch. He mentioned that in the past, when the addition was done approximately 10 years ago, they never compacted soil and this could've been part of the issue. His recommendation - AG Floor, to grind the floor down and polish the concrete. Ms. Ship-Freeman asked what about the bathrooms? Mr. Soltesz responded that every month it should be scheduled that the floors are looked at to see if there are any issues/sinking and if so he has a plan to correct it. Mr. Soltesz feels that it is not necessary at this time to do a major job. If we can grind and polish the floor and then maintain it won't get worse. The board doesn't want a quick fix. They want this fixed permanently. At this time there is an estimate of \$5,500 received by Mr. Soltesz for AG Floor to fix the floor and do it on the weekend and he estimates if they peer it should be approximately \$4-5,000. A motion was made to add the piers and sand the floors as a permanent solution. To get quotes for the work. It was unanimously approved.

President Naik asked Councilman Joshi to have council appropriate the funds since it is a township building.

Mr. Soltesz didn't get to Clara Barton yet regarding the Skylights/windows. He hopes to get there and be able to have information for the next meeting.

4. **Reports**

- A. Financial reports

- a. Trustee Account Report. - The July and August Trustee Account Reports were reviewed.

- b. Approval of bill listing - The July bill listing was reviewed and unanimously approved as long as the Baker and Taylor line item with no dollar amount was deleted. If necessary, it will be added to the October bill listing. The August bill listing was unanimously approved.
 - i. NewsBank Star-Ledger online renew Annual Subscription - \$11,810. The Board unanimously approved.

B. Director's Report - Director Jiang spoke about some key items that occurred during the past month. Our employees did a great job promoting the summer reading program. One of our patrons won one of LMX's prizes. Carolyn Cullum, Children's Services Coordinator, added that we blew away previous attendance for the summer reading and the amount of books read. The Children's librarians have already met to start to work on next year's summer reading. Once a month books are being sent to JFK Hospital and the patients, children and adults, are able to take the books home with them if they wish. Ms. Cullum added new events to the schedule including mathematics and robotics. There was an increase in teen programs as well as a Youth Advisory Committee created. The YAC created a newsletter that was included given out to the board members. Creative writing is another new course to be added.

Ms. Ship-Freeman mentioned that in her speaking with people in the community, they have mentioned wanting coding classes, the suggestion box back at the branches, Teen advisory, Senior Advisory and not to forget we are coming up on 100 years of Women Suffrage. Ms. Cullum said we have coding classes; the problem is finding meeting places for all the programs we have with the limited space.

It was also suggested that the suggestion box be put on the redesigned website. Museum passes increased to 9 different venues as a result of the generous funding by the Library Foundation. President Naik congratulated the Director and team for getting started on the PSE&G energy project which was approved at the last board meeting. Our library, Edison Public Library came in 3rd out of 33 libraries in the summer event for the LMX consortium. A good achievement. Over 1,000 people registered for library cards during the last couple of months. The Library should be more connected to the Board of Education and they seem to be building that relationship. A lot of good things are happening at the library. Thank you to the Director and her staff.

- C. Trustee Facilities Committee - There was a meeting and Mr. Arestani, Ms. Ship-Freeman, Ms. Massey, Councilman Joshi and Mr. Robbins, Building and Grounds Supervisor for the Library, attended. The strategic plan needs to be updated. Facilities need to be up to date and attractive to the community. It was thought that a good idea is to know circulation of books not read over the past 8 years (do usage reports to see what space we want for books). The staff and public should be able to make suggestions as well. Ms. Massey expressed the thought that it was of the opinion of the committee that everything be put on hold until the Clara Barton and North Edison repair issues are addressed. President Naik said he requested when he put the committee together that he wanted a list of what was to be done. A list to give to the Director to make a plan to help define. Feedback from the staff as well.

Mr. Ye brought up he was appointed to the committee and was not informed of said meeting. Mr. Naik wants a timeline to continue with the committee. Councilman Joshi brought up a number of points discussed at the meeting: Weeding, how much space to consolidate or see for other uses, inventory of books not checked out for 5-8 years. Ms. Cullum asked to respond. Librarians do weed every year. These books are gotten rid of and then new books, items are brought in. There is no empty space. If the board members were in the library and saw empty shelves it was because the department was in the middle of shifting books and inventory.

- D. Auditor's Report (WISS & Company) – David Kaplan and Jessica Foley presented the results of the 2018 financial audit. There were 10 findings 9 repeated from 2017. 2019 had corrective action taken but WISS could not report or audit it since the audit was for 2018. The corrective actions taken were discussed in detail with Jessica Foley and the Director and Fran Bar-Eli and noted. The new finding is that there should be an Employee termination process to safeguard assets. There should be a formal policy in place that their access is restricted when one resigns or is terminated. Mr. Kaplan commented after listening to the earlier part of the board meeting that a resolution would be necessary by the board if the library were to change banks which was a subject discussed at the beginning of the meeting and it should be part of GUDPA - Government Unit Deposit Protection Act
- E Budget Report – Reviewed.
- F. LmxAC Bylaws approval – This was part of the board packet for the board members to review and add suggestions if any. No vote is required.
- G. Obsolete Items – the list was given to the board members for their review and for information purposes only.
- H. Trustee Policy Committee – Ms. Massey read the meeting room policy. A clean copy with all the additions/deletions and changes will be presented at the next board meeting to be reviewed and voted on. The updated occupancy from the Fire Marshall will be reviewed. The tutoring policy will be discussed with the staff to get their opinions on how to amend.
- I. Trustee BKM Committee – No report at this time

5. Announcements

Director Jiang mentioned the Library Construction Bond Act. We need to collect public opinion. Any comments or opinions regarding the library, what the public feels it needs.

6. **Public Comment**

A. Carolyn Cullum – Supervisor Children’s Librarians – We have always had 2 numbers for occupancy in the meeting rooms. One when using tables and chairs and one when using just chairs. Now there is only one number and it is lower than any of the previous numbers. Can we please verify the capacity number because the new number will greatly impact program attendance?

B. Esther Nemitz – Edison resident – Ms. Nemitz raised concerns about the Bookmobile and repairs at Clara Barton. She was looking forward to the facilities committee having a status on the repairs. Ms. Nemitz is encouraged that Mr. Soltesz is involved now and hopes it will be on the next meeting agenda.

7. **General Comment**

A. Ms. Ship-Freeman brought up getting a PT secretary for the board to take the minutes. Members of the board didn’t agree that it was necessary. Mr. Krauze and Ms. Carson O’Neill spoke up saying that they felt it was not necessary. After some discussion President Naik asked that the discussion be continued offline.

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