

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF JANUARY 12 2021**

Present: Neville Arestani (a/7:06), Lisa Krauze, Patricia Massey, Fiona Meade, Suzanne Cason O'Neill, Yash Pandya, Shannon Peng, Maureen Ruane, David Ye.

Absent: none.

Also Present: Dominick Bratti (board attorney), Allan Kleiman (library director-designate), Samip Joshi (council liaison), Keith McCoy (interim library director), Shanshan Ming (library staff/IT).

The meeting was held electronically due to the coronavirus pandemic, under the terms of NJ Public Law 2020, Chapter 11.

The outgoing president called the meeting to order at 7:03 pm. She led the salute to the Flag and read the Open Public Meetings statement. The interim director was appointed secretary pro tem, and called the roll. Ms. Massey welcomed Yash Pandya as a new board member, replacing Mr. Naik; Mr. Pandya briefly introduced himself.

The first order of business was the reorganization of the board for 2021. Mr. Arestani arrived at this time. Ms. Massey called for nominations for president. On motion and second (O'Neill/Krauze), Ms. Massey was elected as board president. On roll call: yes – Arestani, Krauze, Massey, Meade, O'Neill, Pandya, Peng, Ruane, Ye; no – none; absent – none.

Ms. Massey called for nominations for vice-president. Ms. Krauze and Mr. Pandya were nominated and seconded. On roll call: for Krauze: Krauze, Meade, O'Neill, Pandya, Ruane, Massey; for Pandya: Arestani, Peng, Ye. Ms. Krauze was elected as vice-president.

Ms. Massey called for nominations for secretary. On motion and second (O'Neill/Ruane), Ms. Meade was elected as secretary. On roll call: yes – Arestani, Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – none.

Ms. Massey called for nominations for treasurer. On motion and second (Krauze/Arestani), Ms. O'Neill was elected as treasurer. On roll call: yes – Arestani, Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – none.

The dates for the 2021 board meetings and the 2022 reorganization meeting were presented. They are: February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 14, January 11 2022. On motion and second (Krauze/Meade), the dates were approved. On roll call: yes – Arestani, Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – none.

The appointment of an auditor for 2020 was presented. On motion and second (O'Neill/Arestani), Suplee Clooney was appointed at a cost of \$9500. On roll call: yes – Arestani, Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – none. The appointment of a board attorney was presented. After discussion, and on motion and second (Massey/Krauze), Bratti & Greenan was selected as the board attorney, at a rate of \$200/hour. On roll call: yes –Krauze, Meade, O'Neill, Pandya, Ruane, Massey; no – Arestani, Peng, Ye; absent – none.

The designation of official newspapers was presented. On motion and second (Krauze/Ruane), the Home News Tribune and the News India Times were designated. On roll call: yes – Arestani, Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – none.

The adoption of a temporary budget was presented. After discussion, and on motion and second (Krauze/Ruane), a temporary budget of \$6,108,000 was adopted. On roll call: yes – Arestani, Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – none.

The advance approval of certain utility bills was presented. After discussion, and on motion and second (Ruane/Krauze), that list was approved. On roll call: yes – Arestani, Krauze, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – Meade.

The advance approval of payment to certain vendors with a not to exceed amount was presented. After discussion, and on motion and second (Ruane/Krauze), that list was approved. On roll call: yes – Arestani, Krauze, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – Meade.

The designation of TD Bank as the official depository for library funds was presented. After discussion, and on motion and second (Massey/Krauze), TD Bank was approved. On roll call: yes – Arestani, Krauze, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – Meade.

The board moved to the regular agenda at this point.

On motion and second (Krauze/O'Neill), the minutes of the meeting of December 8 2020 were approved as corrected. On roll call: yes – Arestani, Krauze, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; absent – Meade.

The board reviewed the quarterly financial statements for 2020. Mr. McCoy explained that this was not the final report, as there were outstanding bills in the process of being paid. There were questions from Mr. Patel, as the co-alternate for the Superintendent of Schools; Ms. Ruane and Ms. Massey questioned his presence in the meeting at the same time as Ms. Peng, also the co-alternate for the superintendent. Mr. Patel agreed to leave the meeting. The quarterly statements were filed for audit. The board received the Trustee Account reports for December, and, after a few questions, were filed for audit. On motion and second (O'Neill/Ruane), the board voted to approve the bill list in the amount of \$51,290.70. On roll

call: yes – Arestani Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; abstain – none; absent – none.

The board reviewed the interim director's report.

Finances: Mr. McCoy updated the board on the progress of the 2019 audit.

Buildings & Grounds: The Local History room at North has been re-carpeted, and a small statue of a little girl reading and some plants have been donated to the North branch in memory of former library staff member Juanita Mier. An estimate of almost \$140,000 for re-carpeting the Main branch was reported, but no action was asked for. Mr. McCoy also reported that the stairs at Clara Barton would be decorated with a book theme.

Services: On motion and second (Massey/Krauze), the board approved the purchase of 40 Dell Optiplex computers (but no monitors) at a cost of \$31,266.40; on roll call: yes – Arestani Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; abstain – none; absent – none. The interim director reported that the library newsletter would resume monthly distribution to about 30,000 subscribers next week.

Personnel: The interim director updated the board on current vacancies, staff changes, and issues. On motion and second (O'Neill/Ruane), and after a few questions, the board approved cost of living increases for certain non-contractual staff; on roll call: yes – Arestani Krauze, Meade, O'Neill, Pandya, Peng, Ruane, Ye, Massey; no – none; abstain – none; absent – none.

The president invited Mr. Kleiman, the library director-designate, to say a few words about his plans for the coming year.

Committees: The board president invited board members to contact her regarding committee assignments, and stated she would send a list of the committees out to them in the near future.

Public Comment was enabled by monitoring a special email account. There were no public comments received during the allotted time. Within the Zoom account, Mr. Patel had questions about bills, grants, salary increases, and shared services. Ms. Cullum, Supervisor of Youth Services, and Ms. Ming, Supervisor of Circulation/IT, provided some information about their departments.

There was no Unfinished Business or New Business.

Announcements: Ms. Massey reminded the trustees to visit the Main and Clara Barton branches to see the recent improvements. Ms. Krauze reported on a recent webinar on Covid-19 vaccine information.

There being no other business, on motion and second (Krauze/Arestani), it was voted to adjourn at 8:46 pm.

Fiona Meade
Secretary