

**MINUTES  
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES  
MEETING OF MARCH 9 2021**

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Suzanne Cason O'Neill, Yash Pandya, Mohin Patel, Maureen Ruane, David Ye.

Absent: Neville Arestani.

Also Present: Dominick Bratti (board attorney), Samip Joshi (council liaison) (a/9:00), Allan Kleiman (library director), Keith McCoy (interim assistant library director), Shanshan Ming (library staff/IT), Jacob Weiner (library staff/Communications).

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

The president called the meeting to order at 7:01 pm. She led the salute to the Flag and read the Open Public Meetings statement; roll call was taken.

On motion and second (Krauze/O'Neill), the minutes of the regular and closed meetings of February 9 2021 were approved as corrected. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Patel, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani.

President's Report: Ms. Massey reported on the committee meetings and the NJ State Library's session on the Library Construction Bond she had attended, reminded the trustees to check updates on the NJ Library Trustee Association's website, and commented the various positive changes in the system that she was observing.

Finances: The board reviewed the financial information. Mr. Kleiman reported that producing understandable financial reports was difficult, due to the difference between the library's financial procedures and the township's reporting structure. However, some reports were distributed to inform the board regarding our financial processes. The board received the Trustee Account reports for February, which were filed for audit. On motion and second (Patel/Ye), and after discussion of certain items such as shared services for cleaning, the board voted to approve the bill list in the amount of \$139,141.52. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Ruane, Ye, Massey; no – Patel; abstain – none; absent – Arestani. The Finance Committee agreed to meet on March 11 at 3 pm to review the draft audit and other items.

Director's Report: Mr. Kleiman elaborated on his written report, noting several initiatives and changes, such as new open hours, and the upgrades to staff and public computers. Mr. McCoy updated the board on other projects, and the plans to re-start the EPL Foundation.

Committees:

- A. Facilities: The committee met on February 17. The township went out to bid for the Library for cleaning services, and on motion and second (Massey/Krauze) the board approved a resolution approving the recommendation (attached); on roll call: yes – Krauze, O'Neill, Pandya, Patel, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani, Meade.

There was a recommendation to create a Teen Space at the Clara Barton Branch. There were questions about necessity, procurement, and timing. On motion and second (Massey/Krauze), the board voted to approve the proposal From Creative Library Concepts, at a cost of \$26,441.20. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Ruane, Massey; no – Patel, Ye; abstain – none; absent – Arestani.

- B. Finance: The committee did not meet.

- C. Materials Review: The committee did not meet.

- D. Personnel: The committee met on February 23. The job description for Assistant Director was reviewed with no changes, but the director was given some leeway in the starting salary. A staff Evaluation Task Force has been set up. Ideas for changes in staffing and staff training were brought up. There were questions about some of the ideas, but it was emphasized that nothing was ready for board approval at this point in time.

On motion and second (Krauze/Patel), the board voted to approve paying for lunch for the library staff on National Library Worker Day. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Patel, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani.

On motion and second (Massey/O'Neill), the board voted to approve the side letters to the union contracts, related to job titles. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Patel, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani.

- E. Policies & Bylaws: The committee met on February 16. They went over the format of the planned revision and updating of the Policy Manual, parts of which have not been updated since the 1970's. On motion and second (Krauze/Meade), the board voted to approve a revised Fines and Fees Policy. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Patel, Ruane, Massey; no – none; abstain – none; absent – Arestani, Ye.
- F. Strategic Planning: The committee met on March 4. They reviewed proposals for three consultants who will lead the library through a strategic planning process, and decided to call two back for interviews with the committee. They also discussed the potential branding project, the revival of the EPI Foundation, and electronic signs outside our buildings. Related to that discussion, On motion and second (Massey/Krauze), the board voted to approve a resolution to the Township Council seeking their cooperation with crosswalks at the North and Main branches, and signage directing people to the Clara Barton branch. On roll call: yes – Krauze, Meade, O'Neill, Pandya, Patel, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani.

Unfinished Business: The board voted to change the date of the June meeting from Tuesday June 8 to Tuesday June 15.

Announcements: Mr. Ye asked the Director about the status of the collection and complaints he had received. Mr. Kleiman responded that the budget had been doubled in 2020 with a further increase in 2021, and that improvements in selection and delivery of new items were already underway.

Public Comment: There were comments on board membership, and voter registration.

There was no New Business or Closed Session.

There being no other business, the president declared the meeting adjourned at 9:17 pm.

Fiona Meade  
Secretary