

MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF JUNE 17, 2021

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Suzanne Cason O'Neill, Maureen Ruane, David Ye, Neville Arestani

Absent: Mohin Patel

Also Present: Dominick Bratti (Board Attorney), Allan Kleiman (Library Director), Debra Sarr (Assistant Library Director)

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 7:05 PM. She led the salute to the Flag and read the Open Public Meetings statement; roll call was taken.

On motion and second (Meade/O'Neill), the minutes of the regular meeting of May 11, 2021 were approved. On roll call: yes – Krauze, O'Neill, Meade, Ruane, Massey; abstain: Ye, Arestani; absent – Patel

President's Report:

Ms. Massey welcomed Assistant Library Director Debra Sarr.

Mr. Kleiman and Ms. Massey worked on the Construction Bond Act application submitted and submitted it. Libraries will be awarded in October 2021.

Ms. Massey thanked Ms. Meade for serving on the Townships Cable Television Advisory Committee as Library Representative.

The Strategic Plan Community Survey has been launched. Ms. Massey encouraged everyone to look at the survey. Ms. Massey recommended if people have not received the survey via email to check out the library website and to please participate also to tell all their neighbors. The library would like to hear from all ages. Ms. Massey thanked Mr. Pandya for being part of the committee, he has since resigned as a Trustee.

Ms. Massey attended the Trustee Check-In, the next session will be July 15, 2021 at 2PM. Ms. Massey spoke with Mr. Kleiman after a discussion during the Trustee Check-In and the decision was made to continue holding the Trustee meetings remotely for the remainder of the summer. Ms. Massey noted one interesting topic discussed was Juneteenth celebrations, which will become a federal holiday, and the libraries will have to plan for how to celebrate

Financial Report:

Ms. Massey asked for questions regarding the report.

Mr. Kleiman commented that the bill list included a bill for Brainfuse which is an online resource for people looking for jobs or homework help. This past year the state library provided it to libraries; as Mr. Kleiman was sending out the Purchase Order (PO), he got a call that Brainfuse who told him that NJ

State Library will again fund the library's subscription. Mr. Kleiman noted PO 21-02978 for Brainfuse in the amount of \$8,512 will be voided.

Ms. Massey asked for a motion to approve the May report and the Trustees Accounts. No questions about the Trustee Account.

Ms. O'Neill requested commas in the report. Mr. Kleiman said he is hopeful that this is the last month the report will probably formatted in this manner. No questions regarding: bill listing.

Motion to approve: (Krauze, O'Neill). Roll call vote Yes: Krauze, O'Neill, Meade, Ye, Arestani, Ruane, Massey; absent: Patel. Motion carried.

Director's Report:

Mr. Kleiman submitted a written report. He noted items not mentioned when he drafted the report.

Board members should receive their new Gmail accounts with Edison Public Library domain. This will be official account for Trustees to use except Ms. Ruane who has an account through Edison Township and Mr. Patel who has an account with the Board of Education. These accounts protect Trustees from public questions re: email and devices which could be seized. Ms. O'Neill requested confirmation on email accounts with names and ending. The library is transitioning away from the LMXAC email accounts.

Mr. Kleiman and Ms. Massey plan to meet with the Mayor on July 1, 2021 to discuss the Board of Trustees vacancy.

Mr. Kleiman mentioned the summer reading kickoff have approximately 400 pre-k children, teens, adults registered. Generally registration ends with approximately 2000 participants by the end of the summer. As programs happen more patrons participate in summer reading.

Mr. Kleiman stated things are moving faster than thought with transition to Edmunds and managing the Library's own accounts payable. Accounts payable with town will most likely stop June 30th. The July board meeting will be last board meeting with POs with the town's name on it. By end of next month the library will be handling its own invoices, POs, and doing its own checks. Mr. Kleiman thanked Maureen and staff of the Finance Department who have been great in helping with the transition. Ms. O'Neill had a question regarding issuing checks. Mr. Kleiman will be going to bank to make sure they will work with Edmunds and, if not, the library will get their own checks. Checks will not be issued technically until after board meeting in August. Mr. Kleiman stated he has until August for checks to be worked out. Reports, balance sheet, and check register will come out of Edmunds and checks will be run off by Edmunds. Tehmina will be entering data daily into Edmunds. Mr. Kleiman stated Edmund's is a very dynamic financial system which is why many municipalities use it.

Mr. Kleiman stated the library is gearing up for doing a big plug for the strategic plan. The next couple of days the library will try to blast email notifications of the survey all over the town. Currently the library has 350 responses and is looking for 3,500-4,000 as a minimum. The library anticipates the survey will be completed and closed July 14th.

Committee Reports:

Ms. Massey said that regularly scheduled meetings will return. The committees took a brief break due to concentrating on the facilities during Construction Bond application and strategic planning. Ms. Meade reminded everyone that financial disclosures are due at the end of the month.

Unfinished Business:

No unfinished business.

New Business:

No new business.

Public Comment:

No public comments. (One hand raised: Donna Busichio was Dominick Bratti. He was present throughout the meeting.)

Announcements:

Ms. Massey recognized Juneteenth on the 19th and wished everyone a happy Father's Day. She asked if there were any other announcements. None were noted.

No closed session.

Ms. Massey asked for a motion to adjourn meeting: (Krauze, O'Neill). Meeting adjourned at 7:35PM.