

**MINUTES OF THE EDISON TOWNSHIP LIBRARY  
BOARD OF TRUSTEES MEETING OF May 11, 2021**

Attendance:

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

Excused Absent: David Ye

Absent: Neville Arestani.

Also Present: Dominick Bratti (board attorney), Allan Kleiman (library director), Shanshan Ming (library staff/IT), Debra Sarr (assistant library director designee).

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.

The Library Director introduced the new Assistant Director, Debra Sarr to the Library Board. Currently, Debra is the Assistant Director at the West Orange Public Library. The search for Assistant Director started with 20 resumes which were screened down to 5 candidates and Debra was brought back for a second interview to make a presentation to Supervisory Staff and finally a shorter presentation to the Personnel Committee before a final decision was made.

On motion and second (Krauze/O'Neill), the minutes of the regular meeting of May 11, 2021, were approved as corrected.

Mr. Patel brought up issues regarding the Library's Architect. It was suggested that these issues be better discussed under Old Business.

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

President's Report: Ms. Massey reported on a busy month. The Library Facilities Committee met several times to complete the North Branch Library Construction Grant application, the library kicked off the Strategic Plan, the Personnel Committee met with the potential candidate for Assistant Director, Debra Sarr and a Finance Committee meeting was held.

Ms. Massey reminded Board Members that the Financial Disclosure form is now available and should be completed by June 30<sup>th</sup>.

The financial reports for the month ending April 30<sup>th</sup> were distributed to the Board with their packet. There were no questions regarding the reports. Ms. O'Neill remarked that she looked forward to the library having full control of the financials. Ms. Krauze asked a question about

what the “other” line is in the revenues and Mr. Kleiman remarked that is our revenues from book sales. These will be re-labeled with next month’s report. Another question revolved around the LMXaC line. That is paid to us twice a year and that is the fine money from the online Smart Pay service. Ms. Krauze questioned the buybacks for Sick and Vacation. Mr. Kleiman will check with the Personnel Department since that is not included in the library’s union contracts. Ms. Ruane suggested that the library communicate with Personnel about this issue if the library no longer is permitting this to happen. In addition, there was also a question about the Overtime charges on the Edmunds Financials.

Motion to approve the bill list (O’Neill/Ruane). No questions about the bill list:

Yes: Krauze, Massey, O’Neill, Meade, Pandya, Ruane, Patel

Absent: Arestani, Ye

Mr. Kleiman presented highlights from the Director’s Report. We have been awarded a CARES grant from the NJ State Library for \$9,500 to begin the Senior “Tablet” project. Also highlighted was the new Assistant Director, the ethics form, trustee’s information from the NJ State Library and the upcoming NJLA Library Conference on June 3<sup>rd</sup> and 4<sup>th</sup>. Ms. Massey wanted to make sure that all the Trustees are receiving updates from the NJ State Library and the NJ Library Trustee Association. Mr. Kleiman will check on the membership status. Mr. Kleiman also mentioned the upcoming Eagle Scout project at the Main Library. The Director is in the process of getting banners up at all the libraries to highlight that we are open for business.

Mr. Kleiman reviewed the plans for the North Branch renovation and expansion project. The project will add about 10,000 square feet inside the building and provided needed spaces for teens, adults and children as well as an expanded meeting room, exhibit space, lifelong learning classroom and an entrepreneur’s space. The building will have a glass envelope surrounding the current brick façade which will provide natural light into the building which is currently very dark. Board members raised a few concerns about the plan including the need for a corridor leading to the bathrooms to provide access if the library is closed and the meeting room is being used after hours.

Resolution 1 (Massey/Ruane) To apply for funds: Ms. Massey read the resolution into the record.

Yes: Krauze, Meade, O’Neill, Pandya, Patel, Ruane, Massey

Absent: Arestani, Ye

Motion Passes

Certification Statement (Massey/Meade): Mr. Kleiman read the certification into the record:

Yes: Krauze, Meade, O’Neill, Pandya, Patel, Ruane, Massey

Absent: Arestani, Ye

Motion Passes

Certification of Matching Funds (Massey/Krauze): Ms. Massey read the resolution into the minutes:

Yes, Krause, Meade, O'Neill, Pandya, Patel, Ruane, Massey

Absent: Arestani, Ye

Motion Passes

Ms. Massey opened the floor for Public Comments. There were no public comments.

Mr. Patel asked about the fee that the Board previously approved for SAGEarch architects that worked on the North Library project. Mr. Kleiman responded that the numbers were in the previous minutes that that it was \$9,500 for the project up to this point. Mr. Patel was suggesting that in the future we go out to bid so we have more architects come in and we can review different ideas and plans. Mr. Kleiman remarked that would be something we could do if we are not under a deadline for the Main Library, but we were under a deadline of 4 weeks from start to finish on the revision of the North Library project.

Back to public session. No one has raised their hand or put any comments in chat.

Mr. Patel raised in announcements the issue of Board members missing meetings. Mr. Bratti advised that the item was not on the agenda and remarked that it should be discussed at the appropriate time in closed session.

Mr. Kleiman mentioned that the Township Council has begun to meet in person.

Mr. Patel asked a question about the link from Edison TV to the Library Board Meetings on our website.

Ms. Massey adjourned the meeting at 9:02 PM.