

MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF AUGUST 10, 2021

Present: Lisa Krauze, Patricia Massey Fiona Meade, Sue Cason O'Neill, David Ye, Jyothi Pamidimukkala, Tony De Pasquale

Absent: Neville Arestani, Mohin Patel

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

The meeting was electronically scheduled 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 (O'Neill, De Pasquale), the minutes of the regular meeting of July 13, 2021 were approved. On roll call: yes – Krauze, Meade, O'Neill, Ye, Pamidimukkala, De Pasquale, Massey; absent – Arestani, Patel

President's Report:

Ms. Massey attended the Trustees Check-in offered by the New Jersey State Library on July 15, 2021 and registered for the August 12 meeting. She strongly urged the trustees to try to attend if it fits into their schedule and noted in September the Trustee Check-in meetings will be offered during the evening.

Ms. Massey attended the July 19, 2021 event at the Main branch when Amazon donated \$1,500.00 to the Library Foundation for the summer reading club. She is appreciative and hopes the Library continues getting support from Amazon.

Ms. Massey attended the Library orientation for the two new members of the Board of Trustees.

Ms. Massey also attended the Library's Strategic Plan focus groups and a presentation by attorney Michael Cerone on the Open Public Meetings Act for libraries. Ms. Massey noted the Library received over 1,400 responses to the Strategic Plan Survey and is providing Leslie and Alan Burger with a list of people to interview about the Library. The Library will receive a report of their findings.

Ms. Massey noted the Board of Trustees now have new email accounts which they will start using tomorrow August 11, 2021.

Financial Report:

Ms. Massey asked if there were any questions regarding the Financial Report?

Ms. O'Neill asked if the Edmunds reports will be combined with the Library's once the system is up and running? Mr. Kleiman noted there will be three reports each month, including a balance sheet, a bill list, and the Library's Edmunds report. On September 1, 2021, the library should be starting account with

Edmunds. The Library will work with the township to bring over the Library's balances and will ask the township to clean up their version of the library budget for accurate numbers.

Mr. De Pasquale asked if the six million on the budget report is projected income or what the Library currently has. Mr. Kleiman responded the six million is the 1/3 mill that the Library should receive by the end of year from the town. The numbers are currently a mix of the Library's numbers and township numbers. The numbers should be exact number that we spend on bills. The township number is at six million. The Balance Sheet is what the Library actually has in the account. Mr. De Pasquale asked if the bill list will come out of operating account. Payroll will come out of town, the Library is essentially taking over the accounts payable.

Ms. O'Neill asked if payroll is going to be included in these reports. Mr. Kleiman stated the Library gets payroll from the town each month w/ accurate numbers which will be plugged in and will show what we actually have. The Library budget will be a hybrid for the remainder of the year. January 2022, the Library will start with its own accounts that can be kept and managed by the Library, except for payroll and splits. Ms. O'Neill asked about account descriptions and what will they look like going forward? Mr. Kleiman responded this year the Library will keep what the township is using as descriptions, next year will be the Library's descriptions. Ms. O'Neill asked if the budget reports can include a previous year comparison to the current year. If so, when it can happen? Mr. Kleiman said he can pull out previous year's numbers. In 2022, the Library will be able to see actual real numbers. The Budget Income Report has accurate numbers. In January 2022, the budget in Microsoft Excel can be tailored to the Board's specifications.

Ms. O'Neill asked if the library is on a calendar year or fiscal year. The Library uses a calendar year which is the same as township. The town is still on a temporary budget which is why the budget was presented in July. Mr. Kleiman stated everything the Library does is basically on a calendar year.

Ms. Krauze noted that previously the Library offered a breakdown of Trustee Accounts. Mr. Kleiman said they are no longer called Trustee Accounts, they are being called Capital and Operating Accounts.

Ms. Krauze asked if the Library will go back to fuller report or will it continue being smaller? Mr. Kleiman noted that even in Edmunds all the data is incorporated in two lines and then into the grand total. Ms. Massey suggested that perhaps when the Finance Committee meets next they can discuss how to format reports for the Board.

Mr. De Pasquale asked why Optimum was only listed for one branch and not all three. Mr. Kleiman stated the bills come in at different times during the month and that the Library has three separate bills for everything.

Mr. De Pasquale asked about Overdrive Inc.? Mr. Kleiman stated Overdrive provides eBook and eAudio that is shared by the county. Overdrive is the biggest distributor to libraries of eBooks, eAudio, magazines, and it just bought Kanopy which provides streaming films. Overdrive is one way in which the library expands its collection.

Ms. Meade asked if a brief description of Overdrive can be included in future lists as it will surely be asked about again.

Ms. Meade asked about Janway Co. and PR bags and supplies. Mr. Kleiman responded Janway provides preprinted or customized library supplies such as bags. Ms. Massey said it is similar to swag.

Ms. O'Neill asked the bill list line 1. "TSUJ Corporation (Repair Electric Roof Unit: Main Branch)" and why that isn't included in the maintenance contract. Mr. Kleiman said the repair was on an electrical unit which is not included in service contracts. The maintenance of three buildings are the most expensive thing after the staff. Ms. O'Neill pointed out the library does not own its buildings. Mr. Kleiman responded generally the standard is for libraries to pay for repairs despite not owning bldg.

Ms. Pamidimukkala asked when the Library was last audited. Mr. Kleiman responded the Library was audited early this year was overdue. The auditor generally doesn't audit library until township audit is completed. The auditor hopes to start 2020 this month. Mr. Kleiman will send copy of the 2019 audit to Mr. De Pasquale and Ms. Pamidimukkala.

Ms. Krauze stated for clarification the Library is audited annually. She also asked that the Library please add lines to the bill list to make easier it to read.

The President asked for a motion to approve the bills. Motion to approve: (O'Neill, Pamidimukkala). On roll call vote: yes – Krauze, Meade, O'Neill, Ye, Pamidimukkala, De Pasquale, Massey; absent – Arestani, Patel

Director's Report:

Mr. Kleiman stated the Library has started to give the Board a little more information on what is happening in the Library. Debra S. is beginning to write a page of what has been happening in the library and working with supervisors to provide information to the Board regarding department doings. One highlight was the Library received money from Amazon. In July, the Library hit over 50,000 circulations which indicates more people coming back and enjoying materials the Library has to offer. August tends to be quiet, but July was a good boost. Debra is creating a Sunday schedule of a skeleton crew of library staff. The library will start with Sundays at the Main branch after Labor Day. The decision to start with Main was based on 1.) The belief the demographics will enjoy coming on Sunday and 2.) Hopefully, North Edison will receive the grant for renovation. As of right now there is just enough staff for one building. Debra and Allan will also periodically take turns working on Sundays.

Notes on Trustee information: everyone has new email account to start using tomorrow (August 11, 2021). After the meeting Mr. Kleiman will send Ms. O'Neill the information for her account.

United for Libraries Annual Conference starts next week. The Library Board can register which will mean they can attend meetings or view afterwards. Ms. Massey mentioned the Trustee Check In on Thursday at 2:00 PM.

Mr. Kleiman attended the Michael Cerone session on the Open Public Meetings Act.

Ms. Massey and Mr. Kleiman have been called to have meeting w/ Councilman Brescher on Thursday, August 12, 2021.

The State Legislature has allocated 1 million extra in state aid, Mr. Kleiman is not sure yet how that will break down amongst the state libraries.

Mr. Kleiman noted that during last month's meeting he was asked to follow up regarding shared services with the Township regarding lawn maintenance and the use of Township van

The response from Township was that at this time it does not have staff to maintain three additional properties. Should their head count increase in the future, it is something they can work towards. The Township does not have enough vans to lend out.

Mr. Kleiman suggested that perhaps Mr. Patel maybe could suggest resource sharing with the Board of Education. Perhaps they would like to do something with the branches as some locations are adjacent to the schools.

Mr. Kleiman said library staff had a great time at National Night Out. The Library is planning on attending Meet Your Neighbors on Amboy Avenue and the Family Spectacular in September. Moving forward, the Library can do Library card registration and checkout on mobile devices and tablets.

Ms. O'Neill asked if opening on Sundays will it work with the union contract and how that will be covered financially. Mr. Kleiman pointed out there is additional monies from two positions that were not filled. Sunday work is voluntary and staff will be paid time and a half. Mr. Kleiman hopes to do a separate line item for Sundays next year. Ms. O'Neill asked if time and a half is stated in the contract and asked Ms. Krauze if she remembers it being included. Ms. Krauze responded "yes" and the library had left it in the contract as a way to "leave the door open" for the possibility of opening Sundays in the future.

Ms. Meade asked if future monies for Sunday pay might lead to lay-offs. Mr. Kleiman said "no."

Ms. O'Neill asked if other libraries are able to paying straight time for Sundays by incorporating it into the regular work week. Mr. Kleiman said "no."

The President asked if there were any other questions about the Director's Report.

Committee Reports

The President stated there was no need for the Finance Committee to meet prior to the board meeting. There was nothing to report at this time. Everything will be paid towards end of the month.

Mr. Kleiman spoke to Burgers about the strategic plan. The next step will be individual interviews. If anyone still has recommendations, please send the names to Pat, Allan, or Debra. Mr. Kleiman will get the numbers to the Burgers by the end of the week.

The Burgers plans to have a Strategic Planning Committee Meeting in September.

No unfinished business.

No new business.

No public comments or questions.

Ms. Krauze asked if the Boards' LMXaC email accounts will be disabled. Mr. Kleiman responded that emails can be forwarded to the new email address from the LMXaC accounts. The Boards' email addresses will be updated on the library website Wednesday, August 11, 2021.

No announcements.

The President asked if the Board needed a quick closed session. Mr. Bratti agreed.

The President read the Open Public Meetings Act Resolution for a Closed Session (NJSA 10:4-12).

A motion and second to move to a closed session: (Massey, Meade) on roll call vote: yes – Krauze, Meade, O'Neill, Ye, Pamidimukkala, De Pasquale, Massey; absent – Arestani, Patel

On motion and second to reopen the Library meeting: (Krauze, De Pasquale).

Ms. Krauze asked if the current plan was to still meet in person in September. Ms. Massey responded yes and that she will keep a close eye on what other township committees are doing.

The President asked if there was a motion to adjourn.

On motion and second: (Krauze, Ye)

The President stated the next meeting will be held on Tuesday, September 14 in person as of today (August 10, 2021).

The meeting was adjourned at 8:17 PM.