

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF SEPTEMBER 14, 2021**

Present: Patricia Massey, Fiona Meade, Sue Cason O'Neill, Jyothi Pamidimukkala, David Ye, Tony DePasquale

Absent: Neville Arestani (excused), Lisa Krauze (excused), Mohin Patel

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

The President called the meeting to order at 7:02 PM. She led the Salute to the Flag and read the Open Public Meetings statement; roll call was taken.

On motion and second (DePasquale, Pamidimukkala), the minutes of the Special Session on August 5, 2021 were approved. On roll call: yes – Massey, Meade, Pamidimukkala, Ye, DePasquale; abstain – O'Neill; absent – Arestani, Krauze, Patel

On motion and second (O'Neill, Meade), the minutes of the regular meeting of August 10, 2021 were approved. On roll call: yes – Massey, Meade, O'Neill, Ye, Pamidimukkala, DePasquale; absent – Arestani, Krauze, Patel

President's Report:

Ms. Massey noted this was the first in person meeting since March 2020 and welcomed everyone.

Ms. Massey attended several meetings including United for Libraries Virtual Conference.

Ms. Massey has received positive feedback regarding the library including the opening hours on Sunday at the Main Branch, increased information, and the newsletter. She also congratulated Youth Services Librarian Carolyn Cullum on reaching 40 years at Edison Public Library and wished her continued success. Ms. Massey reported Circulation and IT Supervisor Shanshan Ming will be leaving Edison Public Library for a position closer to home, noting Ms. Ming will be missed as she has accomplished a lot for the library and the Board wishes her continued success.

Ms. Massey invited all of the Trustees to attend the Fall Family Festival on September 25, 2021 on Amboy Avenue. She hopes that some of the Trustees will attend this and other events in the future.

The next NJLA Trustees Check-in will be held September 23 at 12 PM on Zoom. She reminded all the Trustees that going forward they should use their edisonpubliclibrary.org email accounts.

Financial Report:

Mr. Kleiman stated that the Library will have two sets of financials for the remainder of the year; the Library's Edmund's account and the Township Edmund's account.

Going forward the payroll will be charged to the Township account. Currently everything posted is encumbered as the Library is waiting for its checks. Once the Library receives them, everything should be paid within the 30 day time frame. The Board will receive a separate list of encumbered items in the future.

Beginning in 2022, the Township will take care of payroll, splits, and medical. The Library will handle everything else through its quarterly payments from the town.

Motion and second (DePasquale, O'Neill), the bill list was approved. On roll call: yes- Massey, Meade, O'Neill, Pamiddimukkala, DePasquale; absent – Arestani, Krauze, Patel

Director's Report:

Mr. Kleiman reported patrons seemed happy about the Sunday hours at the Main Branch.

The financials are mostly up and running in Edmunds and the Baker & Taylor drop shipment to branches should begin any day now.

For the second month, the Library's circulation is over 50,000. As soon as new items hit the shelves, patrons check them out.

Mr. Kleiman noted he included the Library's Meeting Room Policy in the Board Packets. There were no changes to the policy other than changing the fee to a donation to The Library Foundation.

Mr. Kleiman congratulated Carolyn Cullum on 40 years at Edison Public Library and said that Shanshan Ming will be missed.

Mr. Kleiman will be attending the September 23, 2021 Trustee Check In which will cover the topic of Return of Funds to Municipalities.

Ms. Pamidimukkala asked for further explanation on the sister libraries in China and India. Mr. Kleiman said that the American Library Association (ALA) International Relations Office tries to match libraries with other international libraries, however the only libraries available on ALA's list are academic which do not seem like the right fit. Mr. Kleiman will reach out to the International Federation of Libraries for possible suggestions. He would like for the library to be international locally and globally and welcomes any suggestions.

With that in mind, Mr. Kleiman said he created an International Librarian position which will be filled by Lila Kwederis. Her time will be split between the Adult and Youth Services Departments and will have an international bent.

Committee Reports

The Facilities Committee met virtually September 2, 2021. Discussion involved the NJ Construction Bond Act and matching funds and three projects, including: new office on second floor of Main Branch, Clara Barton Teen Space and Restroom, and Mr. Patel's recommendation to ask several library architects for proposals on renovating the Main Branch.

The Finance Committee met virtually September 9, 2021. In addition to what was included in Mr. Kleiman's Financial Report, discussion included creating a capital plan and money for the book mobile.

Unfinished Business:

None

New Business:

The township notified Mr. Kleiman that the Council Chambers will be unavailable for the December 14, 2021 Board Meeting. The proposed alternate date is December 21, 2021. The topic was tabled until the October meeting.

Mr. Kleiman presented the Capital Plan for review, including providing technology for the new meeting room spaces and upgrading the network to hopefully be completed by the end of 2021. Mr. Kleiman noted the Capital Plan is a living document similar to the Library's budget.

On motion and second (Meade, Pamidimukkala), the Capital Plan was approved. Roll call: yes – Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale; absent – Arestani, Krauze, Patel.

Mr. Kleiman requested a resolution to approve the Meeting Room Policy. On motion and second (Massey, O'Neill), the Meeting Room Policy update from fee to donation to the Library Foundation was approved. Roll call: yes-Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale; absent: Arestani, Krauze, Patel.

Mr. Kleiman noted the current Operating Budget was only temporary. On motion and second (O'Neill, Meade), the Operating Budget dated September 14, 2021 was approved. On Roll call: yes-Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale; absent: Arestani, Krauze, Patel.

Mr. Kleiman requested to move the Annual Staff Day to Friday, December 3, 2021 instead of a Tuesday when the Library is open longer hours. On motion and second (Massey, Ye), the Annual Staff Day date was approved. Roll call: yes – Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale; absent: Arestani, Krauze, Patel.

Mr. Kleiman requested a bank for Sunday hours at the Main Branch. On motion and second (DePasquale, Pamidimukkala), the Sunday bank was approved. On roll call: yes- Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale; absent- Arestani, Krauze, Patel.

Public Comments:

There were comments on library programs, staff, and meeting room usage.

Announcements:

None

The President stated there needed to be a brief Closed Session.

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

On motion and second to move to a closed session (Massey, O'Neill), move to closed session was approved. On roll call vote: yes – Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale; absent-Arestani, Krauze, Patel.

On motion and second to reopen the Library meeting: (DePasquale, Pamidimukkala), the Library Board Meeting reopening was approved. Roll call: yes – Massey, Meade, O'Neill, Pamidimukkala, Ye, DePasquale.

The President asked if there was a motion to adjourn?

On motion and second: (O'Neill, DePasquale)

The President stated the next meeting will be held on October 12, 2021 in person at Council Chambers.