

MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF JANUARY 11, 2022

Present: Patricia Massey, Fiona Meade, Lisa Krauze, Sue Cason O'Neill, Jyothi Pamidimukkala, Tony DePasquale, Brian Rivera, Ray Alcantara

Absent: Neville Arestani

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

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 President turned the meeting over to Mr. Bratti for nominations of officers for the term beginning 2022.

On motion and second (Meade, Krauze), Ms. Massey was elected as Library Board President. Roll call vote: -yes: Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

Mr. Bratti yielded the floor to Ms. Massey.

Ms. Massey thanked everyone for their support. She said it is appreciated and an honor to serve on the board.

On motion and second (O'Neill, Meade), Ms. Krauze was nominated and elected as Vice President. Roll call vote: - Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (Krauze, Pamidimukkala), Ms. Meade was elected as the Library Board Secretary. Roll call vote: yes-Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (Krauze, DePasquale), Ms. O'Neill was elected as the Library Board Treasurer. Roll call vote: yes-Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

Ms. Massey noted the Library has a new Superintendent of Schools Alternate Brian Rivera and the Mayor's Alternate is Ray Alcantara. Mr. DePasquale was welcomed back, not as the Mayor's alternate, but as a trustee.

A discussion of the 2022 schedule for Board of Trustee Meetings took place. Mr. Kleiman noted September, November, December the town facility is not available.

Mr. Kleiman suggested the Board approve February – August for the second Tuesday of each month and then look at the other dates.

Motion and second (Krauze, DePasquale), the February through August 2022 Board Meeting dates were approved. Roll call vote: yes- Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (Krauze, Pamidimukkala), Suplee, Clooney, and Co. was approved as the Library's Auditor of record. Roll call vote: yes- Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (Krauze, Meade), Bratti, Greene LLC. was approved as the Attorney of record for the Library. Roll call vote: yes- Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

Mr. Kleiman recommended designating the same newspapers as the township for the official newspapers of record for the Library. The designation includes: The Home News Tribune of Neptune, NJ; the Star Ledger of Newark, NJ; the Sentinel from Freehold, NJ; the Gujarat Samachar of Edison, NJ; Desi Talk of Jersey City, NJ; News India Times from Jersey City, NJ.

On motion and second (Krauze, DePasquale), the newspapers of record for 2022 were approved. Roll call vote: yes- Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani.

On motion and second (O'Neill, Krauze), TD Bank was approved as the official bank of record for the Library. Roll call vote: yes-Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

Mr. Kleiman and the Finance Committee are reviewing the items in the Operating and Capital Budget to ensure they will reflect the strategic plan. A proposed 2022 budget should be available in early February.

On motion and second to approve temporary budget (Meade, O'Neill), the 2022 temporary budget was approved. Roll call vote: yes-Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani.

Library Board Trustees each discussed their goals for 2022.

On motion and second (DePasquale, Pamidimukkala), the minutes of the regular meeting of December 14, 2021 were approved. Roll call vote: yes – Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

President's Report:

Ms. Massey stated the Personnel and Finance Committees met. The Personnel Committee will hopefully finalize professional contracts.

Edison Public Library has joined the ranks in being a fine free libraries which is outstanding. Only replacement or damage costs will be collected.

Congratulations to Librarian Debra Truppo for her retirement at the end of the month and Charlie Leckenby, from the Youth Services Department, who will go on to be the Library Director at Milltown Public Library.

Ms. Massey thanked the board again for their support and for electing her as President for this year.

Financial Report:

Once the budget is adopted, the Library will receive the four operating expense (OE) payments from the Township for the remainder of the year. The township utilizes the remainder of the Library's budget for personnel and personnel related costs, salary splits and other related costs, such as insurance.

Questions arose regarding line items on the budget, the bill list, and budgeting for the Construction Bond Act Grant.

On motion (O'Neill), the bill list was approved. Roll call vote: yes-Krauze, O'Neill, Meade, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent-Arestani

Director's Report:

2021 has been a good start for the Library. The Library established a new administration with a new permanent Director and Assistant Director. The Library is also in the midst of a strategic plan, the proposal for a matching grant for the North Edison Branch was submitted to the state and approved, and existing policies are being reviewed for updates. All Library policies should be reviewed on a rotating basis.

The Library did a soft launch of fine free and plans to do one for curbside service “click and collect” shortly. Mr. Kleiman views curbside service is a retail way of doing business. There is an app that patrons will be able to use for their convenience.

The Library needs a cash management plan for the auditor. That will be presented to the Library Board most likely at the February meeting.

Mr. Kleiman noted some of the most exciting things for the upcoming years will be updating North Edison with the grant and starting renovation at Main Library. The Library will also be looking at the Clara Barton Branch to see how to increase usage and perhaps repurpose the space to make it a magnet Library with specialized services and programming.

Committee Reports:

The Finance and Personnel Committees met.

Ms. Massey asked the Trustees to please let her know what committees they would like to serve on prior to the next meeting. She will assign at the next meeting.

Unfinished Business:

None

New Business:

None

On motion and second (Krauze, DePasquale), the meeting moved to public comment.

Public Comments:

Comments were made regarding the Clara Barton Branch, programming, library materials, and donations.

On motion and second (Rivera, Krauze), the library closed public comment.

Announcements:

Ms. Massey said she hopes all the trustees have an opportunity to volunteer at Menlo Park Mall during February and that the Trustee Check-in will be coming soon.

The next regular meeting is on Tuesday, February 8, 2022 at 7:00 PM, at Council Chambers. On motion and second (Krauze, O'Neill) the meeting was adjourned at 8:47 PM.