

MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF August 9, 2022

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

Absent: Fiona Meade (excused), Neville Arestani (unexcused)

Also Present: Annemarie Greenan (Board Attorney), Allan Kleiman (Library Director), Debra Sarr (Assistant Director), Joyce Ship Freeman (Council Liaison)

The President called the meeting to order at 7:03 PM. She led the Salute to the Flag and read the Open Public Meetings statement; roll call was taken.

On motion and second (Krauze, DePasquale), the minutes of the regular open session meeting of July 14, 2022 were approved by unanimous consent. Absent: Meade, Arestani

On motion and second (Krauze, Alcantara), the minutes of the closed session meeting of July 14, 2022 were approved by unanimous consent. Absent: Meade, Arestani

President's Report:

Ms. Massey noted it was another very busy month. She, Mr. Kleiman, and Mr. Alcantara met; they also met with the architect to discuss the North Edison Branch grant and to go over the timeline of the project.

Ms. Massey noted the Library Board will hold a special meeting on September 8 at 7:00pm in council chambers for the board to, hopefully, approve the contracts for architects and the engineers (structural, mechanical, electrical, and plumbing).

The Library is drafting a shared service agreement with the township.

Professional development for the library staff is scheduled for mid-August which follows the strategic plan. The library board will also have training and, hopefully, schedule a board retreat. The strategic plan is to be treated as a living document.

Ms. Massey is pleased to note that personnel updates will be included in the director's monthly report and in the minutes.

Financial Report:

Mr. Kleiman noted that he included a draft of the current Chart of Accounts. The transition of the Chart of Accounts is probably three-quarters of the way done. This report will be included from now on for the board.

Moving forward, the amount of the resolution will be included in the bill list moving forward.

On motion and second (O'Neill, Krauze), the bill list of \$137,151.87 was approved. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent-Meade, Arestani.

Director's Report:

Mr. Kleiman highlighted just a few items from his report. In consultation with Kevin, the new Supervisor of Technology and Innovation, the library will go with the new Lenovo tablets with a keyboard. Kevin is also investigating Chrome OS to manage the boards' tablets for issues. The board will be part of a test to see how these tablets work.

Personnel changes will be included in the library minutes for the future if needed. This month, Kevin Ruppel started July 25 as the new Supervisor of Technology and Innovation and Jenna Goldfarb was promoted to Library Associate effective July 18th.

The bookmobile update will be addressed further in the facilities committee report.

The AFSCME union representative has changed for the staff.

Committee Reports:

Facilities: Bids for the project at North are coming in for review. The committee will meet on August 16 to review the design quotes for the renovation project at Main. All paperwork is in for the grant project we received from the state for North. The Library is trying to purchase a used bookmobile because otherwise we have to wait about 18 months for a new one. There were two previously owned

bookmobiles that we considered but one of them was purchased before we had a chance to proceed.

On motion and second (Massey, Krauze), the Library Board authorized the Library Director to issue a Purchase Order for a maximum of \$80,000.00 to hold a used bookmobile with inspection and purchase pending. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Meade, Arestani

Finance: The finance committee did not meet separately during July.

On motion and second (Massey, O'Neill), the resolution to establish a new bank account with TD Bank for the North Edison Branch construction project was approved. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Meade, Arestani

On motion and second (O'Neill, Pamidimukkala), the resolution to move \$1,500,000.00 from the capital account to the North Edison Construction Grant Account was approved. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Meade, Arestani

Ms. Massey noted that the Materials Review Committee is now part of the Policies and Bylaws Committee.

Personnel met on July 27, 2022 to discuss personnel issues.

Policies and Bylaws – no report.

Strategic Planning – no report, although the Library is committed to reviewing and updating the Strategic Plan so it remains a living document.

Unfinished Business:

None

New Business:

On motion and second (Massey, Alcantara), the resolution to apply for a \$20,000 grant for literacy programs from the New Jersey State Library was approved. Mr. Kleiman thanked the township for assisting with the completion of the grant. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Meade, Arestani

On motion and second (Massey, Krauze) the resolution to establish procedures for providing information consent in conjunction with insurance coverage was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Meade, Arestani

Public Comments:

Public Comments included questions regarding the bookmobile, TD Bank, and holiday programs and displays.

Announcements:

Ms. Massey announced that September is Library Card Sign Up Month, the library will be promoting library cards in the schools, and she hopes everyone in the town ends up having a library card.

The next meeting is, hopefully, Thursday, September 8th at 7:00 PM.

The next regular meeting is on Wednesday, September 21, 2022 at 7:00 PM, at Council Chambers.

On motion and second (Rivera, DePasquale) the meeting was adjourned at 8:39 PM.