

**MINUTES
OF THE EDISON TOWNSHIP
LIBRARY BOARD OF TRUSTEES
MEETING OF SEPTEMBER 21, 2022**

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

Absent: Neville Arestani (unexcused)

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

The President called the meeting to order at 7:06 PM. She led the Salute to the Flag and read the Open Public Meetings statement; roll call was taken.

Ms. Massey welcomed Mayor Joshi.

On motion and second (Krauze, O'Neil), the minutes of the regular open session meeting of August 9, 2022 were approved by unanimous consent.

Abstention: Mead; Absent: Arestani

On motion and second (Alcantara, DePasquale), the Board went into closed session.

On motion and second (Krauze, Meade), the Board returned to open session.

President's Report:

Ms. Massey said it is a very exciting and productive time. A lot is getting done and the library can thank the Township for their help with the bids. It was a longer process than anticipated, but the library board now has contracts to approve for this evening and bids for design at Main.

Ms. Massey reminded everyone to get a library card. Library cards provide outstanding resources in print and online for all ages.

Financial Report:

On motion and second (Alcantara, Tony DePasquale), the bill list of August 31, 2022 was amended to remove line item 56 to reflect a revised grand total of \$192,285.26. Roll call vote: yes-Krauze, Meade, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent- Arestani.

On motion and second (O'Neill, Pamidimukkala); the revised bill list of August 31, 2022 with a grand total of \$192,285.26, was approved. Roll call vote: yes-Krauze, Meade, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent- Arestani.

Director's Report:

Mr. Kleiman mentioned that there was so much on the agenda and most of his report included reports from the committees. Highlights of the month include the Memorandum of Understanding (MOU) with the town and the facilities committee meetings.

Mr. Kleiman traveled to Ohio to review the bookmobiles that the library is considering purchasing.

A new exciting item happening shortly is that for the first time the makerspaces at the North Edison Branch and Main Library will have real hours during which patrons can come in and get help from the staff.

The library has undertaken a new initiative to create committees to plan and prepare for special event programming. The committees include both librarians and clerical staff to break down the barrier between staff departments. When you visit the library, you will see the committee for Hispanic Heritage Month has purchased banners and put up displays at each of the branches.

The only personnel change this month is that Uma Rayasam, the Library Administrative Assistant in the office, has returned to the Township's Finance Department. Her last day was September 16, 2022 and the library had a nice send off for her.

Committee Reports:

Facilities: The committee met in person and online, September 7 and 13 respectively. The committee received input from the staff at Main and listened to presentations for the Main Library renovation. Bids were reviewed for the contracts at the North Edison Branch.

Finance: A new bank account has been opened for the Library and continues gearing up for the renovations at the North Edison Branch.

Personnel: The committee met and everything appears to be going well.

Policies and Bylaws: Three different policies will be reviewed for approval later in the meeting.

Strategic Planning: The committee did not meet, but the library continues to follow the plan for the future.

Unfinished Business:

On motion and second (Krauze, Pamidimukkala); a one year extension with Atlas Elevators to the current contract, not to exceed \$3,500, for Main and Clara Barton was approved. Roll call vote: yes-Krauze, Meade, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (DePasquale, O'Neill); the resolution to approve a professional contract with architects Arcari and Iovino for architectural services for the Main Branch Phase 1 Conceptual Design Study not to exceed \$11,800 was approved. Roll call vote: yes-Krauze, Meade, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (Pamidimukkala, DePasquale); the resolution to approve an architectural contract with SAGEArch Architects for services at the North Edison Branch for expansion and renovation, not to exceed \$162,000 was approved. Roll call vote: yes-Krauze, Meade, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Massey; absent: Arestani

On motion and second (DePasquale, Pamidimukkala); the resolution to approve the professional services fee and reimbursable expense contract for site engineering with CME Associates estimated to be \$77,461.00 was approved. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (Krauze, O'Neill); the resolution to approve a professional contract for MEP Design and Construction for T&M Associates of Middletown, NJ not to exceed \$49,800 was approved. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (DePasquale, O'Neil); the resolution to approve the professional contract for LiRo Engineers Incorporated of Syosset, NY for structural engineering services not to exceed 76,500 was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (DePasquale, Pamidimukkala); the resolution to approve a professional contract with accountant Gregory J. Della Pia for accounting services not to exceed \$1,000 per month from October 2022 through December 2022 was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (Massey, Krauze); the resolution to approve the Edison Public Library Makerspace Policy was approved. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani Comments were noted. Roll call vote: yes-Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (Krauze, Rivera); the resolution to approve the Edison Public Library Makerspace Liability Waiver for Adults and Minors was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (Krauze, Alcantara); the resolution to approve the Edison Public Library Makerspace 3D Printing Policy was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (DePasquale, Meade); the resolution to transfer \$500,000 for furniture for North Edison Branch and \$500,000 for furniture for the Main Library from the capital account to the operating account was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (Krauze, Pamidimukkala), the resolution to purchase a Sprinter bookmobile from Farber Specialty Vehicles for \$193,471 was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

On motion and second (Alcantara, Pamidimukkala), the resolution to apply for a NJ State Council on the Arts Creative Aging Initiative was approved. Roll call vote: yes- Krauze, O'Neill, Pamidimukkala, DePasquale, Rivera, Alcantara, Meade, Massey; absent: Arestani

Public Comments:

None

Announcements:

Ms. Massey noted that the Council Liaison Ms. Ship-Freeman was at the meeting during the earlier closed session and wanted to make sure that everyone knew about Hispanic Heritage Month and the library's programs.

Ms. Krauze mentioned that September is National Library Card Sign Up.

Ms. Massey also mentioned that September is Hispanic Heritage Month and recognized Rosh Hashanah and Yom Kippur.

Ms. Massey also noted that she attended the Artist-in-Residence reception and it was outstanding.

Mr. Alcantara reminded everyone that the upcoming Saturday, September 24 is the Fall Family Festival on Amboy Avenue from 11:00-10:00 PM.

The next regular meeting is on Wednesday, October 19, 2022 at 7:00 PM, at Council Chambers.

A brief update on the status of chromebooks for the Library Board was provided to the trustees.

On motion and second (DePasquale,Rivera) the meeting was adjourned at 8:50 PM.