

MINUTES OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES MEETING OF NOVEMBER 16, 2022

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

Absent: Ray Alcantara (excused), Neville Arestani (unexcused)

Also Present: Allan Kleiman (Library Director), Debra Sarr (Assistant Director), Amanda Coyle (Administrative Operations Manager)

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

On motion and second (O'Neill, Krauze), the minutes of the regular open session meeting of October 19, 2022 were approved by unanimous consent.

Absent: Arestani, Alcantara

President's Report:

Ms Massey shared that she believes that we're almost ready to finalize a contract for a new location for the Clara Barton Branch.

Ms. Massey attended the virtual library trustee meeting and commented that it was very helpful. She also mentioned the upcoming GOPIO program for Diwali and Thanksgiving which she is hoping to attend.

Ms. Massey is also looking to schedule a board retreat.

Financial Report:

Mr. Kleiman discussed the statement of accounts. He is working with Edmunds and an accountant to update the budget and other financials in Edmunds. Also mentioned, a transfer out of capital will be needed to cover the purchase orders for vehicles and other expenses. Mr. Kleiman is waiting on the fourth quarter allocation.

Mr. Kleiman responded to questions regarding the financial reports. He explained the new Creativebug Online subscription and mentioned that the Ancestry subscription will be brought back due to interest from patrons. Mr. Kleiman also

stated that we will be looking into other background check options other than IdentoGO.

On motion and second (Krauze, Pamidimukkala); the bill list of October 31, 2022 with a grand total of \$91,612.79 was approved. Roll call vote: yes- Krauze, Meade, O'Neill, Rivera, Massey, Pamidimukkala, DePasquale; absent- : Arestani, Alcantara

Director's Report:

Mr. Kleiman stated that there have been issues getting a response from vendors regarding laptops for the board. He encouraged recommendations for alternate vendors.

Ms. Sarr discussed personnel changes. A new Administrative Operations Manager, Amanda Coyle, and Coordinator of Marketing and Community Engagement, Michael Wirth, started on October 3rd. A new part-time Librarian, Jessica Trujillo, started on October 4th. A new Library Assistant, Christopher Fales, started on October 17th. One library page, Radhika Kayastha, resigned. Mr. Kleiman mentioned that he will focus on hiring library assistants rather than pages moving forward.

Mr. Kleiman provided an update on the bookmobile. The graphics are estimated to be completed early December and then a date will be set for inspection and pickup.

Regarding the Foundation, brochures and a policy for sponsorship are being worked on.

Contracts have been returned for the North Edison branch and they will be sent out to vendors.

Staff development day was discussed. It will be held on 12/2/22 and will include discussions on security and the vision for the main library.

Issues with the North Edison mobile charging station were discussed.

Mr. Kleiman advised that the library will be moving forward with doing their own payroll as of January 1st. An updated MOU is still needed from the township.

Ms. Sarr discussed the current art exhibit on display at the library. The artist is a 10th grade JP Steven's student.

The incident in which a pedestrian was struck by a vehicle in front of the main branch was brought up. Safety issues on Plainfield Ave were discussed.

Committee Reports:

Facilities & Bookmobile – Met on November 7, 2022. Nothing new to discuss.

Finance – Nothing new to discuss at this time.

Personnel – Nothing new to discuss at this time.

Policies & Bylaws – Dress code policy not ready to be approved at this time.

Strategic Planning – Nothing new to discuss at this time.

Unfinished Business:

None

New Business:

None

Public Comments:

It was mentioned that Prudence is retiring after 28 years with the library. An invitation to her retirement party was issued to the board.

Announcements:

Ms. Massey reminded all that the next meeting will be on Tuesday December 13, 2022 via zoom.

Closed Session:

Ms. Massey put forth a resolution to go into closed session to discuss contracts. On motion and second (Massey, Krauze) closed session was entered at 7:34 PM. Motion to return to open session was issued and seconded (Krauze, O’Neill) at 8:09 PM.

On motion and second (Krauze, Pamidimukkala) the meeting was adjourned at 8:10 PM.