

MINUTES OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES MEETING OF DECEMBER 13, 2022

Online via Zoom

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

Absent: Neville Arestani (unexcused)

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

The President called the meeting to order at 7:00 PM. She led the Salute to the Flag and the Open Public Meetings statement was read; roll call was taken.

Ms. Sue Cason O'Neill joined the meeting at 7:02.

On motion and second (Meade, DePasquale) the minutes of the regular open session meeting of November 16, 2022, were approved by unanimous consent.

Absent: Arestani

On motion and second (Pamidimukkala, DePasquale) the minutes of the closed session meeting of September 21, 2022, were approved by unanimous consent.

Absent: Arestani

On motion and second (Meade, DePasquale) the minutes of the closed session meeting of November 16, 2022, were approved by unanimous consent.

Absent: Arestani

Closed Session:

Ms. Massey put forth a resolution to go into closed session. On motion and second (Massey, Alcantara) closed session was entered at 7:06 PM.

Ms. Sue Cason O'Neill left the meeting at 7:57 due to technical difficulties. Motion to return to open session was issued and seconded (Krauze, Alcantara) at 8:10 PM.

President's Report:

Ms. Massey stated that during a December 1st meeting with the Mayor, the Mayor asked the library to take the lead in lease negotiation for the Clara Barton branch relocation.

The upcoming retirements of Prudence and Delores were recognized.

Ms. Massey asked for input regarding the proposed tentative meeting dates for 2023/24. It was discussed that it was not available for the January 10th and October 10th meetings and suggested that these meetings be held at the Library on those days. It was also suggested that the date for the April 11th meeting be changed due to Passover. It was decided that the dates could be finalized at the upcoming reorganization meeting.

Financial Report:

No questions were raised regarding the operating or capital account.

On motion and second (DePasquale, Krauze); the bill list of November 30, 2022, with a grand total of \$61,916.33 was approved. Roll call vote: yes- Krauze, Meade, Pamidimukkala, DePasquale, Alcantara, Rivera, Massey; absent-: Arestani, O'Neill

Mr. Kleiman discussed that a new payroll account should be established. This account would be used for ACH and to hold payroll deductions. The separate account would also ensure that the payroll provider does not have access to all funds.

On motion and second (Krauze, Pamidimukkala) the creation of a new payroll account was approved. Roll call vote: yes- Krauze, Meade, Pamidimukkala, DePasquale, Alcantara, Rivera, Massey; absent-: Arestani, O'Neill

Director's Report:

Mr. Kleiman stated that the laptops/Chromebooks for the board members were able to be ordered.

The bookmobile progress was discussed. The bookmobile has been completed and pick-up needs to be scheduled. It will then be driven back and will be completed.

The Library Foundation will be holding a meeting this month. They will be discussing a buy a book program and the possibility of patrons buying naming rights to benches, shelves, etc.

Mr. Kleiman provided an update on the Clara Barton branch relocation. A suitable location has yet to be found. The search will be expanded outside of the Clara Barton area for other possible options.

An update was also provided on the North Edison branch. Signed contracts are back and we are ready to move for reimbursement from the State Library. He is working to get the vendors together to discuss the project.

Mr. Kleiman discussed the successful staff development day that occurred. A presentation on security issues was given by Mr. Fox from the Montclair Library. Mr. Anthony Iovino discussed the ideas that the staff had for the future of the main branch.

Mr. Kleiman discussed personnel changes. A new Library Assistant, Christopher Fales, started on October 17th. Two employees, Prudence Cheung and Dolores Robert, will be retiring this month.

Ms. Sarr mentioned the upcoming artist reception to be held 12/21/22 at 7:00PM. She also discussed a potential partnership with SCORE and the Edison Chamber of Commerce to hold classes in the upcoming year.

Committee Reports:

Facilities & Bookmobile – An update on the bookmobile was provided in the Director’s report.

Finance – The opening of the new bank account for payroll was previously discussed.

Personnel – There was a Union negotiation meeting on December 8th.

Policies & Bylaws –

1) Proctoring Policy

On motion and second (Meade, Krauze) the proctoring policy was approved. Roll call vote: yes- Krauze, Meade, Pamidimukkala, DePasquale, Alcantara, Rivera, Massey; absent-: Arestani, O’Neill

2) Sponsorship Policy & Procedures

- 3) On motion and second (Meade, Krauze) the sponsorship policy and procedures were approved. Roll call vote: yes- Krauze, Meade, Pamidimukkala, DePasquale, Alcantara, Rivera, Massey; absent-: Arestani, O'Neill

Strategic Planning – Nothing new to report currently.

Unfinished Business:

None

New Business:

The new budget will need to be brought to the finance committee.

It was discussed that the dress code policy and a new harassment policy are being worked on.

Public Comments:

None

Announcements:

Ms. Massey wished everyone a happy holiday season and new year.

It was announced that the library holiday party would be held on December 16th at the main branch.

It was stated that the next meeting would occur on January 10th at 7:00PM in the Main Branch.

On motion and second (DePasquale, Krauze) the meeting was adjourned at 8:40 PM.