

MINUTES OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES MEETING OF MARCH 14, 2023

Present: Patricia Massey, Lisa Krauze, Fiona Meade, Sue Cason O'Neill, Jyothi Pamidimukkala, Tony DePasquale, Shreyens Patel, Ray Alcantara, Joseph Romano

Absent: None

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

The President called the meeting to order at 7:01 PM. She led the Salute to the Flag and the Open Public Meetings statement was read; roll call was taken.

Mr. Shreyens Patel took the oath of office.

On motion and second (Krauze, DePasquale); the minutes of the regular open session meeting of February 7, 2023 were approved by unanimous consent.

Abstention: O'Neill

President's Report:

Ms. Massey congratulated Carolyn Cullum on her retirement.

Ms. Massey also mentioned there was a very positive public response to the bookmobile at the town's St. Patrick's Day event the previous Saturday.

Ms. Massey reminded everyone of the upcoming Friends of the Library kick-off meeting on March 20, 2023.

Financial Reports:

Questions were raised about the Statement of Revenue and Expenditures regarding the layout and the current chart of accounts. Mr. Kleiman responded.

On motion and second (O'Neill, Krauze); the bill list of February 28, 2023 with a grand total of \$57,576.02 was approved. Roll call vote: yes- Krauze, Meade, O'Neill, Pamidimukkala, DePasquale, Patel, Alcantara, Romano, Massey

Director's Report:

Mr. Kleiman discussed personnel changes. Ms. Carolyn Cullum will be retiring and Mr. Gabe Ramos moved on to the Union Public Library. John Daquino was welcomed as a new Supervising Librarian, Branch Manager of Clara Barton.

An update was provided on the bookmobile. Routes are being planned and procedures are being developed. The official launch will be during National Library week at the end of April.

Mr. Kleiman mentioned that story time at the mall with the Easter Bunny has resumed.

The Library Foundation will be meeting in April. They are supporting summer reading prizes and new gaming systems.

Mr. Kleiman provided updates on the branches. The Clara Barton branch welcomes John as the new supervisor. There will be more outreach to the parents and schools in the Clara Barton area. Two meetings were held at the North Edison branch regarding the construction and we are currently working with architects for a clear footprint and costing. Mr. Kleiman met twice with Mr. Anthony Iovino to discuss the Main branch. Mr. Iovino will hopefully meet with the facilities committee to review ideas and will be attending April's board meeting.

Ms. Sarr discussed the increased partnership with the Edison police. A game program is being planned to help build relationships with the police and the community.

Ms. Sarr mentioned that two successful SCORE meetings were held and that there has been a great demand for the tax services being held at the Main branch.

Committee Reports:

Facilities & Bookmobile – Did not meet.

Finance – Did not meet.

Personnel – Personnel met with the union to discuss contracts.

Policies & Bylaws – Did not meet.

Strategic Planning – Did not meet.

Old Business:

On motion and second (Krauze, Alcantara); the resolution to approve a contract to Anthony Iovino of the firm Arcari+Iovino for professional architectural and design assistance for the North Edison Branch Library (fee \$4,500) and the Clara Barton Branch (fee \$2500) as outlined in the proposal was approved. Roll call vote: yes- Krauze, Meade, O’Neill, Pamidimukkala, DePasquale, Patel, Alcantara, Massey no – Romano

Questions were raised on the resolution to table the RFP for Accountant services. Mr. Kleiman responded and provided rationale.

On motion and second (Romano, O’Neill); the resolution to table the RFP for Accountant services and refer the issue of job description to the Finance Committee allowing the current accountant’s professional contract to expire was approved. Roll call vote: yes- Krauze, Meade, O’Neill, Pamidimukkala, DePasquale, Patel, Alcantara, Romano, Massey

Questions were raised on the resolution to extend the RFP for the auditing firm for 30 days. Mr. Kleiman responded and provided rationale.

On motion and second (Krauze, Romano); the resolution to extend the RFP for the auditing firm for 30 days was approved. Roll call vote: yes- Krauze, Meade, O’Neill, Pamidimukkala, DePasquale, Patel, Alcantara, Romano, Massey

Questions were raised on the resolution to approve the opening of multiple CD accounts with TD Bank. Mr. Kleiman and Ms. O’Neill responded and provided rationale.

On motion and second (O’Neill, DePasquale); the resolution to approve the opening of the following CD accounts with TD Bank; CD in the amount of 1 million dollars to be transferred from the Capital Account for one-year; CD in the amount of 500k to be transferred from the Capital Account for six months; CD in the amount of 500k to be transferred from the North Edison Capital Account for six months was approved. Roll call vote: yes- Krauze, Meade, O’Neill, Pamidimukkala, DePasquale, Patel, Alcantara, Romano, Massey

New Business:

None

Board Comments:

Mr. Romano raised questions regarding bookmobile staffing, summer programming, and the availability of books for AP students.

Mr. Kleiman responded that additional staff is needed, the team is meeting tomorrow on March 15th to discuss summer programming, and that limited books for AP are available but unlimited database resources are available.

Public Comments:

None

Announcements:

None

Closed Session:

Ms. Massey put forth a resolution to go into closed session to discuss contracts and legal updates. On motion and second (Romano, DePasquale) closed session was entered at 8:05 PM.

Motion to return to open session was issued and seconded (DePasquale, Krauze) at 8:52 PM.

On motion and second (Romano, DePasquale) the meeting was adjourned at 8:52 PM.