

**North Brunswick Public Library  
Board of Trustees Meeting Minutes  
August 16, 2023**

**Location:** Library Meeting Room

**Attendance:**

Trustees: Christine Braccino, Susan Mitchell, Melanie Paccillo, Alberta Paladino, Ann Rosenzweig

Trustees Not Present: Matt Almeida, Antora Banerjee, Pat Francis, Bruce Trattler

Township Council Representative: Individual to be identified by Mayor for position

Library Director: Zoltan Braz (Library Director), Anna Shifton (Assistant Library Director)

At 7:04 P.M., with a quorum present, Ms. Paladino, Vice President, called the meeting to order. She asked if proper notice of the meeting was given as required by the New Jersey Sunshine Laws. Mr. Braz, Library Director, confirmed that proper notice was given.

**Minutes of July 19, 2023 Board of Trustees Meeting**

A motion was made to approve the July 19, 2023 board meeting minutes.

Motion: Ms. Mitchell

Second: Ms. Braccino

Approval: Approved by Ms. Mitchell & Ms. Braccino (Other trustees did not attend the July 19, 2023 board meeting and hence, could not vote to approve the minutes.)

**Correspondence**

Mr. Braz shared that no correspondence was received.

**Payment of Bills**

A motion was made to approve the payment of August bills.

Motion: Ms. Paccillo

Second: Ms. Braccino

Approval: Unanimous

**Treasurer's Report**

The Treasurer's Report for July 2023 was submitted to the board review. No items of note.

**Statistical Report**

Mr. Braz provided the July 2023 Statistical Report to the board for review. No items of note.

### **Director's Report**

Mr. Braz submitted to and reviewed with the board the August 2023 Director's Report, including -

- The print materials portion of the RFID Project has been completed, and media materials remain to be RFID tagged (over 15,000 media items). Library staff will complete this portion of the RFID Project which is expected to take approximately six weeks.
- The North Brunswick Police Department was notified and handled a situation of several vehicles that had been parked in the library's lot for several weeks. Overnight parking is not allowed in the library's lot.
- The library closed on Wednesday, August 2 due to a sewer issue. Plumbers fixed the problem the same day. The library reopened the next day. The issue was determined to be paper towels clogging the sewer line.

### **Committees' Reports**

#### **Personnel and Salary**

Mr. Braz shared that an individual has been offered the position of Adult Services / Outreach Librarian.

#### **Contract Negotiations**

No items of note.

#### **Budget and Finance**

No items of note.

#### **Building and Grounds**

Mr. Braz shared that the library's architect continues to work on design for ADA compliance renovations of the bathrooms. Engineers recommended by architect will be performing a review of the library building structure.

#### **Friends of the Library**

Ms. Shifton, President of Friends of the Library, shared that seven new members signed up at the library's summer party on 8/14/2023. They will receive free memberships through December 2023. She also shared that the Friends' brochure is being redesigned.

#### **Fundraising**

Ms. Braccino shared that the library foundation board held its quarterly meeting on 8/14/2023. She updated the foundation board about the 6/22/2023 meeting held with Mayor Womack, Business Administrator Justine Progebin, Township Council President Rajesh Mehta, Library Board of Trustees - Bruce Trattler, Christine Braccino and Melanie Paccillo, and Library Director Zoltan Braz and Assistant Library Director Anna Shifton. At the meeting, the Mayor agreed with Mr. Braz to move forward with renovations of the library's bathrooms for ADA compliance. Ms. Braccino shared that another takeaway from that meeting was that the timeline for a new library building appears to be in the longer term future, and that the foundation will hold off public fundraising activities for now. Ms. Paccillo shared that she and Ms. Braccino will continue to work with the Mayor and

township staff on identifying financing options and grant opportunities to help fund a future new library building.

**Strategic Plan**

No updates. Strategic Plan FY2024 - FY 2026 was approved by the trustees at 7/19/2023 board meeting.

**Capital Planning**

See Fundraising.

**Old Business**

*Follow-up from 7/19/2023 board meeting:* Ms. Braccino requested Mr. Braz to check with library’s public accountants regarding when the financial statements audits will be completed. *Update:* Mr. Braz shared that the library’s accountant is following up with the library’s public accountants on this.

**New Business**

*Employee Technology Acceptable Use Policy* - Mr. Braz requested trustees’ approval of this new policy. Ms. Braccino commented that she supports the need for the proposed policy, however, the points (i.e., point #7) in the policy could be better prioritized to focus the staff’s reading and understanding of the critical risks to the library. There was also discussion about the practicality of point #4 which restricts staff’s use and carry of personal devices during scheduled work hours. Mr. Braz shared that the policy will be reviewed with the staff at a staff meeting.

Ms. Paladino motioned to approve the policy as written; votes were 3”Ay” and 2 “Nay”. Majority approved the policy as written.

**Trustee Q&A**

Ms. Mitchell shared that the Superintendent of Schools has approved her to continue as the schools’ representative on the library’s board.

**Public Hearing**

No public in attendance.

**Announcements**

No announcements.

**Adjournment**

A motion was made to adjourn meeting at 8:10 P.M.

Motion: Ms. Braccino

Second: Ms. Paladino

Approval: Unanimous

\*\*\*\*\*

**Meeting minutes submitted for approval by Christine Braccino, Board Secretary**