

**North Brunswick Public Library  
Board of Trustees Meeting Minutes  
January 19, 2022**

**Location:** Board Meeting was held virtually via Zoom

**Attendance:**

Trustees: Christine Braccino, Susan Mitchell, Melanie Paccillo, Alberta Paladino, Ann Rosenzweig, Bruce Trattler, John Willard

Trustees Not Present: Matt Almeida

Town Council Liaison (not present): Dr. William Lopez

Library Staff: Zoltan Braz (Library Director), Anna Shifton (Senior Librarian)

At 7:05 P.M., with a quorum present, Mr. Trattler, President, called the meeting to order. He 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 December 15, 2021 Board of Trustees Meeting**

Ms. Miller stated that the December minutes incorrectly reflected that she was in attendance at the meeting. A motion was made to approve the minutes of the December Board of Trustees Meeting with the correction that Ms. Miller was not in attendance at meeting.

Motion: Ms. Paladino

Second: Ms. Paccillo

Approval: Unanimous

**Correspondence**

Mr. Braz shared that he sent thank you email to town's Department of Public Works that the snow plowing of the library's outdoor areas was well done.

**Payment of Bills**

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

Motion: Ms. Paccillo

Second: Ms. Paladino

Approval: Unanimous

**Treasurer's Report**

December's Treasurer's Report was submitted to the board review. No items of note.

**Statistical Report**

December's Statistical Report was submitted to the board for review. No items of note.

**Director's Report**

The January Director's Report was submitted to the board for review. Mr. Braz shared updates including -

- The library was not awarded a grant in the second round of funding under the NJ Library Construction Bond Act. He and the board's Capital Planning Committee will begin discussing alternative solutions to address the issues and limitations of the current facility.
- Mayor Womack issued an executive order on December 30, 2021 mandating the wearing of masks in all indoor public buildings. The library already requires mask usage for all staff and patrons who enter the library building.
- The library treated the employees to staff meals. The staff meals were an alternative to a staff holiday party that have not been held for the past two years due to the pandemic.
- The library building was closed to the staff and the public from January 8 through January 15. The building closure was caused by staff members testing positive for COVID and several others were out sick or isolating. This resulted in not enough available staff to safely open the building. During the closure, the library did not decrease the number of hours available to the public, and Mr. Braz and Ms. Anna Shifton, Senior Librarian, handled the daily operations and services that could be available to the public during the building closure (e.g., contactless pick-up, printing, photocopying, etc.).

### **Committees' Reports**

#### **Personnel and Salary**

No updates to report.

#### **Contract Negotiations**

No updates to report.

#### **Budget and Finance**

No updates to report.

#### **Building and Grounds**

Mr. Braz shared that he continues to work with Library Interiors on the renovation of the library's work room.

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

Mr. Trattler shared that the next Friends meeting will be on January 24, 2022. The annual library book sale is expected to be discussed.

#### **Fundraising**

Ms. Braccino shared that the Foundation board's next meeting will be on February 28, 2022. Board elections will be held at that meeting, and approval of updated bylaws.

#### **Strategic Plan**

No updates to report.

#### **New Building**

See **Old Business** section for update on the library's grant application to the NJ Library Construction Bond Act.

**Old Business**

## NJ Library Construction Bond Act

- Ms. Paccillo shared that the library did not receive an award in the second round of funding. She has informed the mayor of the result. She has obtained the OPRA (Open Public Records Act) documents of the state's review of the library's grant application, and has a meeting scheduled on 1/20/2022 with the NJ State Librarian to understand the review and decision process for the second round; Mr. Braz and Ms. Braccino will also participate in that meeting.
- Mr. Braz shared that he contacted Anthony Iovino, the architect, and Mr. Iovino offered to review past plans of expansion options for the library. As Mr. Braz indicated in his Director's Report, he and the board's Capital Planning Committee will be reviewing alternative solutions to address the issues and limitations of the current facility.
- The board agreed to change the New Building Committee name to Capital Planning Committee.

**New Business**

## Election of Officers

The board unanimously approved the board's officers as follows -

- President - Mr. Bruce Trattler (first motion: Ms. Paladino; second motion: Ms. Mitchell)
- Vice President - Ms. Alberta Paladino (first motion: Mr. Willard; second motion: Ms. Paccillo)
- Treasurer - Mr. John Willard (first motion: Ms. Braccino; second motion: Ms. Mitchell)
- Secretary - Ms. Christine Braccino (first motion: Mr. Trattler; second motion: Ms. Paccillo)

## Standing Committees and Representative Appointments

The board agreed that the standing committees, the chairpersons and representatives continue with the following changes -

- The New Building Committee will be changed to be called The Capital Planning Committee.
- Ms. Paccillo will join the Strategic Plan Committee as a representative.
- Mr. Willard will join the Building and Grounds Committee as a representative.

**Public Hearing**

No public in attendance.

**Announcements**

No items.

**Adjournment**

A motion was made to adjourn meeting at 7:47 P.M.

Motion: Ms. Paladino

Second: Ms. Mitchell

Approval: Unanimous

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