

**North Brunswick Public Library  
Board of Trustees Meeting Minutes  
July 19, 2023**

**Location:** Library Meeting Room

**Attendance:**

Trustees: Matt Almeida, Christine Braccino, Pat Francis, Susan Mitchell,  
Bruce Trattler

Trustees Not Present: Antora Banerjee, Melanie Paccillo, Alberta Paladino, Ann  
Rosenzweig

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

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

At 7:02 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 June 21, 2023 Board of Trustees Meeting**

Ms. Mitchell raised that in the Old Business section of the minutes, the first bullet should be corrected to state: "Ms. Mitchell suggested that a sign be posted immediately at entry in the restrooms that activities like clothes washing, personal hygiene care, are not permitted." A motion was made to approve the June 21, 2023 board meeting minutes with Ms. Mitchell's correction.

Motion: Ms. Mitchell

Second: Mr. Almeida

Approval: Unanimous

**Correspondence**

Mr. Braz shared that correspondence was received from a neighbor of the library's requesting that the library's hedges be trimmed. This has been addressed.

**Payment of Bills**

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

Motion: Mr. Almeida

Second: Ms. Braccino

Approval: Unanimous

**Treasurer's Report**

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

*Follow-up:* Ms. Braccino requested Mr. Braz to check with library's public accountants regarding when the financial statements audits will be completed.

### **Statistical Report**

Mr. Braz provided the June 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 July 2023 Director's Report, including -

- The library's new expanded hours of operation have been well received by patrons.
- RFID project continues to progress. Expect project completion by end of July if technical items like the kiosks and front door gates are completed. Ms. Braccino suggested that when RFID is ready to roll-out to patrons, that perhaps a small event be held in the library to announce the new technology to the community.
- The library has designed and instituted an Appeal of Library Charges form. The form will be used by patrons refuting library charges associated with their library card account.
- The library has acted as a cooling center several times this summer, and will continue to be one of two cooling centers in the township.

### **Committees' Reports**

#### **Personnel and Salary**

Mr. Braz shared that Andrew Gerber, Young Adults Librarian, has resigned.

#### **Contract Negotiations**

No items of note.

#### **Budget and Finance**

Mr. Braz shared that the meeting with the township to review the library's new budget for fiscal year 7/2023-6/2024 went well, and the library's new budget will be finalized soon.

#### **Building and Grounds**

No items of note.

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

Mr. Trattler announced the new Friends of the Library board members - Anna Shifton, President; Zoltan Braz, Vice President; Bruce Trattler, Treasurer; Sara Levine, Secretary.

#### **Fundraising**

Ms. Braccino shared that from the 6/22/2023 meeting with Mayor Womack (see Capital Planning Section below for details), the Library Foundation will review its fundraising plans and timeline. She has updated Sara Levine, Foundation President, on the takeaways from that meeting.

#### **Strategic Plan**

See Old Business section.

**Capital Planning**

Mr. Braz shared that on 6/22/2023, a meeting was 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. The meeting purpose was for Mr. Braz to inform the Mayor that the library's bathrooms are currently not ADA compliant and needs to be renovated to be in compliance. He shared this with the Mayor because the library is in a township owned building. Mr. Braz shared that the library has capital funds for the renovation to be done. Mayor Womack agreed that the library should move forward with the renovations necessary for its bathrooms to be ADA compliant.

Since the timeline for a new library building appears to be in the longer term future, Mr. Braz shared that a takeaway from the meeting was to identify the current critical capital improvement / expansion in the existing building that the library needs to continue to operate and provide the services to its patrons. He will then share this with the Mayor and Township Council President for review.

Since the meeting, Mr. Braz has contacted the library's architect regarding the above capital improvements.

**Old Business**

Mr. Braz provided the trustees for review and approval the final draft of the library's Strategic Plan FY2024 - FY 2026. Ms. Braccino motioned to approve the Strategic Plan FY2024 - FY2026 for the library. Ms. Mitchell second the motion. Board unanimously approved.

**New Business**

No new business items.

**Trustee Q&A**

No questions from trustees.

**Public Hearing**

No public in attendance.

**Announcements**

No announcements.

**Adjournment**

A motion was made to adjourn meeting at 8:17 P.M.

Motion: Ms. Mitchell

Second: Ms. Francis

Approval: Unanimous

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