

**North Brunswick Public Library
Board of Trustees Meeting Minutes
June 21, 2023**

Location: Meeting held in library's children section

Attendance:

Trustees: Antora Banerjee, Christine Braccino, Pat Francis, Susan Mitchell,
Melanie Paccillo, Alberta Paladino, Ann Rosenzweig, Bruce Trattler

Trustees Not Present: Matt Almeida

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

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

At 7:00 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.

Mr. Trattler introduced Ms. Francis as the new trustee joining the board. Ms. Francis read and signed the trustee oath.

Minutes of May 17, 2023 Board of Trustees Meeting

A motion was made to approve the May 17, 2023 board meeting minutes.

Motion: Ms. Mitchell

Second: Ms. Paccillo

Approval: Unanimous

Correspondence

Mr. Braz shared that no correspondence was received.

Payment of Bills

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

Motion: Ms. Paccillo

Second: Ms. Mitchell

Approval: Unanimous

Treasurer's Report

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

Statistical Report

Mr. Braz shared the May 2023 Statistical Report with the board for review. No items of note.

Director's Report

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

- The Mayor has appointed Pat Francis to the library's Board of Trustees. Ms. Francis is a schoolteacher and a long-time North Brunswick resident and library patron.

- Beginning June 26, the library will be expanding its operating hours: Monday - Thursday 9:30 AM - 7:45 PM; Friday - Saturday 9:30 AM - 4:45 PM; Sunday closed.
- Planning is continuing on a new book drop for the library. The township was awarded a community development grant last year for a more user-friendly book drop. Staff from the Department of Public Works has measured the location and position of the current book drop.
- Library is in the midst of a large relabeling project. Library materials with faded or discolored spine labels are being relabeled to provide easier access to the collection for people with vision challenges.

Ms. Braccino inquired about the status of the RFID Conversion Project. Mr. Braz shared that a new project manager is being assigned by the vendor, who will review the work that has been completed and oversee completion of conversion of remaining materials. Project completion date to be determined. Library staff has completed training on use of the new system. An electrician has been engaged to setup the check-out kiosks.

Committees' Reports

Personnel and Salary

Mr. Braz shared that he continues to recruit for 1-2 library associates and 1-2 library assistants.

Contract Negotiations

Mr. Trattler shared that the contract union increase for staff is effective July 1, 2023.

Budget and Finance

See New Business Section - "Motion to Approve Temporary Budget".

Building and Grounds

No updates to report.

Friends of the Library

Mr. Trattler shared that the annual Friends of the Library board meeting will be held on June 26, 2023.

Fundraising

Ms. Braccino shared that the annual meeting of the three boards (trustees, Friends of the Library, Foundation) of the library was held on April 13, 2023 to share their goals for the year. Ms. Braccino shared that the meeting discussion included that the challenge the Friends and Foundation groups face is having people resources to help fundraising. She also shared that the Friends of the Library board and members were invited to and several attended the Foundation board meeting on Monday, May 8, 2023, at which both groups discussed further helping each other in their respective fundraising goals.

Strategic Plan

Mr. Braz submitted to the board for review a draft of the Strategic Plan FY2024 - FY2026. The draft includes goals and initiatives. Ms. Braccino inquired if the library's space issue will be included in the plan, as it had been in the prior years' plan. Mr. Braz will include library space in the new plan.

Capital Planning

Ms. Paccillo shared that a meeting with the township's grant writer is being scheduled for her and Ms. Braccino to be introduced to the grant writer, share the background of the library's efforts to fund new library space, and learn how the grant writer can help the library.

Old Business

- Ms. Paccillo suggested that a sign be posted in the restrooms that activities like clothes washing, personal hygiene care, are not permitted. Mr. Braz will post signs in restrooms.
- The trustees discussed the latest federal appeals court ruling to permit New Jersey's ban to take effect on carrying guns in so-called sensitive places - including libraries. Mr. Braz shared that he will work on posting signs regarding this ban and also complete a Patron Conduct Policy.
- Ms. Mitchell thanked Ms. Shifton and the Children's Librarian for the programming held at the library with her first-grade students. The students enjoyed it very much and a large number obtained new library cards. Ms. Mitchell hopes to encourage other teachers to organize library programming for their students.

New Business

A. Motion to Transfer Funds

Mr. Braz requested board approval to transfer funds between specific expenses in the FY2022-2023 budget. He explained that there are budgeted funds in certain expense lines that won't be used by end of fiscal year and can be transferred to expense lines that need the budgeted funds. Motion to approve: Ms. Rosenzweig; Second motion to approve: Ms. Paladino; Approval: Unanimous.

B. Motion to Approve Temporary Budget

Mr. Braz requested board approval of a temporary FY2023-2024 budget for library. The library's fiscal year ends June 30. The township meets in July to finalize the township's budget. The library's temporary budget provides a budget for the library to operate by until a final budget is reviewed with township in July. Motion to approve: Ms. Mitchell; Second motion to approve: Ms. Braccino; Approval: Unanimous.

C. Resolution 2023-04 Establishing Capital Expense Plan and Reserving Funds

Mr. Braz read Resolution 2023-04 which requested board approval to reserve \$500,000 for future capital improvements. Ms. Braccino expressed that in her review of the scope of the work, costs and timeline described in the Resolution for a Library Building Remodel, there needs to be more specifics in describing the improvements. Mr. Trattler and Mr. Braz shared that specifics about the improvements are to be determined. Ms. Braccino said she will abstain from a vote on this Resolution. The trustees voted on the Resolution with the results being Ayes:7, Nays:0, Abstain:1, Absent:1; Resolution 2023-04 majority approved.

Public Hearing

Two family members of new trustee, Ms. Francis, attended board meeting, and expressed being long-time patrons and continued support for the library

Announcements

Mr. Braz provided the following to the trustees -

- Updated list of trustees' contact information

- A presentation from the recent NJ Library Association Conference - “Cultivating and Sustaining the Relationship-Driven Library” (speaker - Noah Lenstra). Ms. Braccino requested this presentation be shared with the board because it provides some good insights to think about as the library continues its increased community outreach efforts and developing partnerships with other organizations.

Adjournment

A motion was made to adjourn meeting at 8:47 P.M.

Motion: Ms. Rosenzweig

Second: Ms. Francis

Approval: Unanimous

Meeting minutes submitted for approval by Christine Braccino, Board Secretary