

**North Brunswick Public Library  
Board of Trustees Meeting Minutes  
September 20, 2023**

**Location:** Library Meeting Room

**Attendance:**

Trustees: Antora Banerjee, Christine Braccino, Pat Francis, Ann  
Rosenzweig, Bruce Trattler

Trustees Not Present: Matt Almeida, Susan Mitchell, Melanie Paccillo, Alberta  
Paladino

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

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

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 August 16, 2023 Board of Trustees Meeting**

A motion was made to approve the August 16, 2023 board meeting minutes.

Motion: Ms. Rosenzweig

Second: Ms. Braccino

Approval: Approved by Ms. Rosenzweig & Ms. Braccino (Other trustees present did not attend the August 16, 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 September bills.

Motion: Ms. Braccino

Second: Ms. Banerjee

Approval: Unanimous

**Treasurer's Report**

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

**Statistical Report**

Mr. Braz submitted the August 2023 Statistical Report to the board for review and shared the following -

- The library's offering of seed packets has been a success (545 packets checked out by 92 patrons between 3/15-8/15). The seed packets were made possible through library's partnerships with several outside companies.
- In reviewing possible museum passes to offer patrons, 11 museums have been identified. The library will request applications to apply for the passes. Mr. Braz provided a list of the 11 museums to the board.

### **Director's Report**

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

- Jyothi Narra has been provisionally promoted to Senior Library Assistant pending a NJ Civil Service examination. Justin Mahalsky has been made full time and moved into the Technical Services Department. Shawn Oates has been hired as a full time librarian.
- A box of 2 cats and 7 kittens was left at the book drop before Labor Day weekend. Ms. Shifton cared for the cats over the holiday weekend, and contacted a local rescue society which collected the cats.
- The library was visited by engineers and architects to inspect the library's mechanical systems, physical structure, ADA compliance and to take measurements. They will be issuing reports of their reviews. Based on the reports, the library's architect will then determine what courses of action are available regarding renovation and expansion.

Mr. Braz also shared with the board a copy of NJ State Library's "NJ Econtent Survey #1". This is a summary of the results of a survey distributed to NJ public libraries in March 2023 with the goal of collecting information on the selection, purchasing and provision of digital content in public libraries, library systems and library consortia. He also shared with the board the LMxAC Consortium Value Report 2023 which includes savings to libraries by being part of the consortium, membership benefits and services provided.

### **Committees' Reports**

#### **Personnel and Salary**

See Director's Report.

#### **Contract Negotiations**

No items of note.

#### **Budget and Finance**

No items of note.

#### **Building and Grounds**

See Director's Report regarding visit by engineers and architects to inspect the library's mechanical systems, physical structure, ADA compliance and to take measurements. Mr. Braz also shared that there was a phone outage which was resolved the same day.

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

Ms. Shifton, President of Friends of the Library, shared that the next Friends' board meeting will be held in October.

### **Fundraising**

Ms. Braccino shared that the next Library Foundation board meeting will be in November, and is also seeking candidates to join the board.

### **Strategic Plan**

Ms. Braccino shared that the Strategic Plan FY2024 - FY 2026 has been posted to library's website.

### **Capital Planning**

Ms. Braccino shared that she and Ms. Paccillo met with the township's grant company to discuss identifying grant opportunities to help fund a future new library building.

### **Old Business**

*Employee Technology Acceptable Use Policy* - Mr. Braz shared that the policy, which was approved at the 8/16/2023 library board meeting, has been revised in presentation and wording of some of the policy rules. Ms. Rosenzweig motioned to approve the revised policy; Ms. Banerjee second the motion. Motion approved by board.

*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 has been contacting the library's public accountants on this, however, the accountant has not yet responded back.

### **New Business**

*Resolution 2023-05* - Authorizing the Hiring of Shawn Oates as a full time librarian. The board approved the hiring.

*Library Patron Conduct Policy* - Mr. Braz shared that the policy has been revised for additional points regarding patron conduct. The board agreed with the revisions.

### **Trustee Q&A**

No items raised by trustees.

### **Public Hearing**

No public in attendance.

### **Announcements**

No announcements.

### **Adjournment**

A motion was made to adjourn meeting at 8:08 P.M.

Motion: Ms. Rosenzweig

Second: Ms. Francis

Approval: Unanimous

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