

Minutes
Edison Free Public Library Board of Trustees Meeting
April 9, 2019 6:00 p.m.
Edison Township, 100 Municipal Blvd

1. **Call to order** President Vasant Naik called the meeting to order at 6:05 p.m. and read the Open Public Meeting Act statement.

Present: Suzanne Carson O'Neill; Maureen Ruane; Vasant Naik; Councilman Sam Joshi; Neville Arestani; Lisa Krauze; Joyce Ship-Freeman; David Ye; Jane Jiang, Director; Fran Bar-Eli, Chief of Staffing; Jose Rivera-Benitez, representing the Attorney to the Board.

Patricia Massey and Shannon Peng were absent

2. **Approval of minutes from previous meeting** - Minutes from the March board meeting were unanimously approved

3. **Financial Reports**

- A. Trustee Account Report. - The March Trustee Account Report was reviewed.
- B. BCB Bank (Indus American bank) 2% rate, inclined to support charitable efforts. Supports all non-profits. No fees unless you overdraw.
- C. Approval of bill listing - The March bill listing was reviewed and unanimously approved.
- D. Approval of Encumbrances
 - 1. LMxAC Quarterly Assessment fee (April-June 2019): \$28,657.02 approved by all
 - 2. Brainfuse database \$10,640 unanimously approved

4. **Director's Report**

- A. Budget Report - Reviewed
- B. Trustee Policy Committee
 - 1. Code of Conduct Policy - Trustees will review and discuss at next month's board meeting
 - 2. Meeting room policy updating draft – To be read through and voted on next month at the board meeting
 - 3. Circulation policy amendment – Check to see if this is under the privacy law – to be discussed at the next board meeting
 - 4. 5 minute early door closing to the public – operational issue. The Director to decide and implement.
- C. Trustee BKM Committee – First meeting April 9, 2019. Bringing Summit Body Works in for some fact finding. Will have more to discuss next board meeting.

5. **Unfinished Business**

- A. The use of Lowes line of credit and Amazon credit card were addressed again approved unanimously.
- B. 2019 Financial audit resolution was approved unanimously

6. **New Business**

A. Work performance evaluation preparation – Last performance reviews were done in 2013. We should do them annually. A committee was formed to put together evaluation forms for the Librarians and for the Non-Librarians. The board will form a committee to evaluate the Director,

B. Summer hours – June 24, 2019 – September 2, 2019. Main Library and North Edison Branch - Monday through Wednesday 9:30 – 9:00 pm, Thursday –Friday: 9:30 – 5:00 pm, Saturday: 10:00 am – 1:30 pm. Clara Barton - Monday through Wednesday 9:30 – 8:00 pm, Thursday –Friday 9:30 – 5:00 pm and Saturday 10:00 am – 1:30 pm. Unanimously approved.

D. Budget approval for the following projects

- 1. New Office in ML – Motion to approve to cap it not to exceed \$15K. All approved but Sue Carson O’Neill said no and Lisa Krauze abstained.
- 2. Computer Lab – to be discussed at another board meeting
- 3. Phone system – to be discussed at another board meeting

7. **Public Comment**

- A. Russ Azzarello – Edison resident and Vendor - Russ spoke of his contract with the Library and his past service both in landscaping and snow removal
- B. Anthony DeAmorin – Edison resident - spoke highly of Russ Azzarello
- C. Carolyn Cullum – Employee of the Library - Carolyn requested that handouts be left for the public to see at the board meeting so they can follow along.
- D. Robbie Roberts - Edison resident and employee of the library - Requested to join the Bookmobile committee
- E. Esther Nemitz – Edison resident - Expressed her thoughts that the Bookmobile is important for the residents of Edison.

- 8. **Closed Session.** Motion to close the public session. All in favor
 Motion to go into closed session. All in favor

- 9. **Adjournment.** The meeting adjourned at 7:45 p.m.

Respectfully submitted,
Fran Bar-Eli