

Minutes
Of the Edison Township Library Board of Trustees
Meeting of February 11, 2020

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Suzanne Cason O'Neill, David Ye.

Absent/Excused: Maureen Ruane.

Absent/Not Excused: Neville Arestani, Vasant Naik, Shannon Peng.

Also Present: Dominick Bratti (board attorney), Timur Davis (acting library director), Samip Joshi (Council liaison), Heidi Stokar (library staff).

Call to order

President Patricia Massey called the meeting to order at the Township Building at 7:04 pm and read the Open Public Meeting Act statement. In the absence of the secretary, the library's senior administrative assistant was appointed secretary pro tem.

Approval of minutes from December 10, 2019 and January 14, 2020

For correction on the December 10, 2019 meeting minutes - Treasurer, Sue Cason O'Neill stated the Trustee Account is *not for approval*. It is only for review and questions.

Pat Massey asked for a motion to approve the minutes from December 10, 2019.

Sue Cason O'Neill moved; Lisa Krauze seconded. All in Favor: Pat Massey, Lisa Krauze, Sue Cason O'Neill; Fiona Meade and David Ye abstained; No opposition, motion passed

Pat Massey asked for a motion to approve the minutes from January 14, 2020. Sue Cason O'Neill moved; Lisa Krauze seconded. All in Favor: No opposition, motion passed.

Approval of Bill Listing for January 2020

David Ye asked a question regarding the Trustee Account report. Sue Cason O'Neill responded to Mr. Ye that the board is still reviewing the January bill listing report for 2020 and not the Trustee Account.

Lisa Krauze asked about the December 2019 Bill Listing. Acting Director Timur Davis responded the December 2019 and January 2020 bill listings were both in the packets given to the Board.

Pat Massey asked for comments.

Mr. Ye asked about the Trustee Account Report for December 2019 and January 2020. The line item for *deposits and other credits* is labeled *bookmobile check deposited*. Mr. Davis clarified the deposit line item that Mr. Ye was referring to (\$467,957.00) was reserve monies from the 2017 Library Budget and had nothing to do with the bookmobile. Mr. Ye repeated the question regarding the source of the deposit and asked again for clarification that it was not for the bookmobile. Ms. O'Neill stated there was a description error (bookmobile check deposit)

on the December 2019 and January 2020 Trustee account report for *Deposits and Credits* that was causing confusion. The accurate description on that line item should be *2017 Library budget reserve*.

Mr. Ye asked about the number of Trustee Accounts. Mr. Davis responded the library has two accounts. Both accounts are listed on the same report.

Mr. Ye asked where the Library is going to transfer the 2017 budget reserve money. He also asked if we had the same budget reserve deposits in previous years in January and about the library maintaining a surplus in the trustee bank accounts. Councilor Joshi explained the proper procedure involves the Library Trustees sending a formal notice to the Town Council letting them know what they plan to do with the surplus funds. It is possible if no plan is submitted regarding the surplus funds, the money can be returned to the Town Council.

Mr. Ye asked if the funding for the library increased because Edison Township property taxes increased. Councilor Joshi explained the Edison Township Public Library operates through property taxes with a funding formula that the State government sets for all libraries across New Jersey – referred to as “1/3 mil”. (\$.33 on each \$1000 of equalized value of the property) When the assessed value of the town goes up, the amount that is allocated to the Library Board is proportionate.

Ms. Krauze stated that in previous years the Library received above 1/3 mil. Mr. Ye stated that Edison property taxes increased ~ 4% in previous year. Ms. Massey interjected that the Library Board can’t address property tax increases.

The president requested a motion to approve the Bill Listings from January 2020. Ms. Krauze moved to approve the Bill Listing from January 2020. Ms. O’Neill seconded. All in favor, no abstentions, no opposed, Bill Listings approved.

Acting Director’s report

Grants and Funding: The New Jersey State Aid Survey is in process for fiscal year 2019– last year received ~\$43,000 in state aid for fiscal year 2018.

Library Construction Bond Grant: The focus will be on the North Edison Branch. Millennium Strategies Grant writers will assist with application. Clarification needed if grant can be applied to more than one branch of a library system.

Library Technology: Updated Library web site launch scheduled for mid-March, 2020

New Computer proposal and schedule for Public Computers: 12 week project, Cost ~\$43,000.

Capital Improvements:

- a) Creative Library Concepts - Architect and interior designer part of their team;

- b) Plan to start the bookmobile on a small scale basis to service the senior population until the regular bookmobile is up and running.

Councilor Joshi asked for clarification of the circulation numbers for January 2020, all branches - 49,910 per the Acting Director's report.

Committee Reports

Bookmobile committee - Robbie Robbins, Maryellen Spitzmiller (volunteer and retired Bookmobile Employee)

The Committee surveyed other NJ Libraries with bookmobiles. Matthews Specialty Vehicles is recommended company for interior design and they partner with Thomas Built Buses. They recommend the school bus chassis for safety and are able to customize wheelchair lift, desks, wiring, and bathroom. Cost estimated to be ~ \$280,000

Mr. Ye asked about alternate solutions – two vans vs one larger vehicle. Mr. Robbins explained extensive research has been done about what is needed. Bookmobile has history of very high circulation.

Facilities committee: Windows project completed at Clara Barton

Policy Committee: Nothing to present.

Negotiations Committee: No date for negotiations at this time. Mr. Davis to reach out to attorneys.

Unfinished business:

Attorney fees: \$200.00/ hr is reasonable amount and what was charged in the past. Ms. O'Neill motioned to hire Dominick Bratti at the rate of \$200.00/hr for the year 2020. Ms Krauze seconded. All in favor, none opposed, motion approved.

Accounting firm: Ms. Lisa Krauze motioned to approve contract with Suplee Clooney & Company. Ms. O'Neill seconded. All in favor, none opposed, motion approved.

April 14, 2020 Library Board of Trustees meeting date needs to change because of Passover Holiday. Ms. O'Neill motioned to change date to Thursday April 23 in Council Chambers at 7:00 pm. Ms. Meade seconded. All in favor, none opposed, motion approved.

New Business

Recommendation for **New Jersey Library Trustee Association (NJLTA) membership** is paid by the Library. Mr. Ye motioned for the Library to pay for trustee membership dues to NJLTA. Ms. Krauze seconded. All in favor, none opposed, motion approved.

Director search

The president recommended creating a Library Director Search committee. Ms. Krauze and Mr. Ye are interested in serving on committee. The president asked for a motion to form a Library Director Search committee. Ms. O'Neill moved. Ms. Krauze seconded. All in favor, none opposed, motion approved.

Revisiting previous issue of patron computers: Lisa Krauze stated that if Library needs to purchase new computers, the Board needs to vote first. Mr. Davis stated he understands the proper process; however, he was presenting a timeline as requested as the previous board meeting. He will present the Board with specifications and pricing.

Public comments were given

The president asked for a motion to go into closed session at 8:16 pm.
Lisa Krauze moved
Sue Cason O'Neill seconded.

Open Session Resumed

Mr. Ye left the meeting at this point. As there was no longer a quorum, the president declared the meeting adjourned at 8:24 pm.

Heidi Stokar
Secretary pro tem

