

Minutes
Edison Free Public Library Board of Trustees Meeting
January 8, 2019 6:00 p.m.
Edison Township, 100 Municipal Blvd

1. **Call to order** Board Attorney Sarah Fitzpatrick called the meeting to order at 6:00 p.m. and read the Open Public Meeting Act statement.

Present: Suzanne Carson O'Neill; Maureen Ruane; Patricia Massey; Council President Ajay Patil; Vasant Naik; Shannon Peng; Councilman Sam Joshi; Neville Arestani; Lisa Krauze; Joyce Ship-Freeman; David Ye; Jane Jiang, Director; Fran Bar-Eli, Chief of Staffing; Sarah E. Fitzpatrick, Attorney to the Board.

2. **Board Elections – New Board for 2019**

President – Vasant Naik
Vice President – Joyce Ship-Freeman
Treasurer – David Ye
Secretary – Neville Arestani

3. **Approval of minutes from previous meeting** - Minutes from the December meeting were unanimously approved

4. **Financial Reports**

A. Trustee Account Report. - The December Trustee Account Report was reviewed.

B. Approval of bill listing - The December bill listings were reviewed and unanimously approved. It was requested that the bill listing be emailed ahead of the meeting for the trustees to have time to review

C. Approval of encumbrances.

1. EBSCO (Magazine): \$10,577.45 The Board approved this unanimously
2. LMxAC (Quarterly Assessment fee Jan- March 2019): \$28,657.02 This was approved unanimously.
3. Lynda Library (database) \$13,125. The Board approved this unanimously
4. Blanket approval list:
 - a. Cleaning & Building Maintenance - Conover Building Maintenance \$51,000
 - b. Professional Services A.M.E. for 3 months \$11,000
 - c. Professional Services AFA Protective Systems \$12,000
 - d. Books and Publications Baker & Taylor \$25,000
 - e. Books and Publications Baker & Taylor \$\$16,000
 - f. Electricity PSE&G \$100,000
 - g. Gas Elizabethtown Gas \$10,000

h. Phone/Internet Cablevision \$18,000

All on the blanket approval list were approved unanimously by the board

5. **Director's Report**

A. Budget Report. - Mr. Arestani asked the Director to look into our insurance to see if our insurance company can offer daily coverage so more people can rent our meeting rooms more often. Perhaps raise our room rate to include the cost of the insurance. Ms. Krauze suggested we find out exactly what we are covered for. It was requested that our agent be present at the next board meeting. Ms. Massey requested that the Director's report be emailed to the board ahead of time so they can have time to review.

Ms. Massey also commended Gabe Ramos on his reports and programs that are included in the board papers.

Ms. Krauze brought up LibraryLinkNJ and bill A-4815. LibraryLinkNJ is now in danger of imminent closure. It was requested that everyone reach out and call their legislators to support bill A-4815

B. Library Vision 2019 - Director Jiang brought up one of her visions for this coming year is to upgrade/replace the phone system. Mr. Arestani mentioned it should be cloud based. Director Jiang said she hoped to have some proposals for the February board meeting for the board to review and vote on.

Ms. Ship-Freeman suggested as part of the wish list that we should upgrade/rearrange our library Mr. Arestani requested a complete inventory of all printers, laptops, computers, all IT be done for the February board meeting so we can assess our IT needs.

6. **Unfinished Business**

A. Feedback for the Library Mission Statement – a committee was formed to work on the statement. Ms. Massey, Ms. Krauze and Mr. Arestani are on the committee.

B. Feedback for the Library conduct policy revision – same committee as above will review this. Until revision is passed the present conduct policy should be posted in each branch in prominent view for the patrons to see.

7. **New Business**

A. Approval of posting monthly minutes on Library website after being approved. The motion was unanimously approved by the board.

B. Financial Audit – the contract with our current company Wiss will expire in April. The board need to vote whether to use them again or find another company for the 2019 audit report.

8. Announcements

A. Ms. O'Neill requested that the Branch Head for CB and the Head of Security both be present at the next Board meeting.

B. Ms. Ship-Freeman requested a listing of African American and Chinese American cultural things happening in February. Mr. Naik also mentioned that February is a great month for the Indian culture as well.

C. All trustees unanimously approve to renew the Trustee Association for 2019. \$20 per trustee to be paid by each trustee. Monies to be given to treasurer David Ye.

9. Public Comment

A. Santu Gosh --

Asked if the library can be open on Sunday.

Top 10 libraries in Central Jersey – Edison not one of them. Why not? What can we do to get into the top 10? Mr. Gosh has noticed that when he frequents the library there are not enough copies of the books he is looking for. The number of books is not sufficient.

Can we have some type of lab- tech lab – for kids? Computer learning- computer clubs? Security? Is there enough security in the library?

B. Mary Ellen Spitzmiller,

Discussed the safety of the old bookmobile and the bookmobile circulation. Ms. Spitzmiller stressed the value of the bookmobile and how the patrons love it.

C. Kathleen Timm, Middlesex, NJ – Ms. Timm works on the bookmobile.

She addressed the inflated circulation numbers that were mentioned at the December board meeting. Over 69,000 books were circulated last year (2018) more than some of the stationery libraries in Middlesex county. Patrons prefer the bookmobile vs the van. Ms. Timm went on record saying that she hopes that we bring back the bookmobile and closed with questioning the function of the head of security.

10. Closed Session. Motion to go into closed session.

11. Adjournment. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Fran Bar-Eli