

Minutes  
Edison Free Public Library Board of Trustees Meeting  
January 14, 2020  
Council Chambers  
Edison Township, 100 Municipal Blvd., Edison, NJ 08817

**Call to Order**

President Vasant Naik called the meeting to order

Heidi Stokar, administrative assistant for Edison Township Public Library read the Open Public Meeting Act Statement.

**Roll Call**

All members present:

David Ye (Treasurer), Shannon Peng (School Superintendent's Representative), Neville Arestani (Secretary), Vasant Naik (President), Suzanne Cason O'Neill, Maureen Ruane (Mayor's Representative), Patricia Massey, Lisa Krauze, Fiona Meade, Timur Davis (Acting director of Edison Township Public Library), and Councilman Samip Joshi (Council Liaison)

**Library Board of Trustee Election**

Nomination for the office of **president**

Lisa Krauze nominated Pat Massey for the office of president.

Sue Cason O'Neill seconded.

All in Favor

No oppositions

Nomination for the position of **vice president**

Sue Cason O'Neill nominated Lisa Krauze.

Pat Massey seconded.

All in Favor

No oppositions

Nomination for the position of **secretary**

Neville Arestani nominated Sue Cason O'Neill

Sue respectfully declined

Lisa Krauze nominated Neville Arestani

Neville Arestani declined

Neville Arestani nominated Vasant Naik

Shannon Peng seconded.

All in Favor

No oppositions

Nomination for the position of **treasurer**

Lisa Krauze nominated Sue Cason O'Neill

Pat Massey seconded

All in Favor  
No oppositions

New Library Board of Trustees for 2020

President – Patricia Massey  
Vice President – Lisa Krauze  
Treasurer – Suzanne Cason O'Neill  
Secretary – Vasant Naik

Patricia Massey assumed running of the board meeting and welcomed new library board member, Fiona Meade.

Approval of minutes from previous meeting

Lisa Krauze moved to table until next meeting so the board has time to review.  
Sue Cason O'Neill seconded.  
All in Favor  
No oppositions

Patricia Massey requested a copy of the minutes emailed to the board members a week before the board meeting.

Trustee Account Report

Timur Davis stated the Trustee Account report was not available and will present to the board at a later date.

Approval of bill listing for January 2020

Pat Massey asked for a motion to approve the bill listing for December 2019.  
Lisa Krauze moved to approve the bill listing for December 2019.  
Sue O'Neill seconded.  
All in Favor  
No oppositions

Approval of Encumbrances over \$10,000 for 2020

Annual Blanket Accounts:

Quality Facility Solutions	Janitorial Services	\$50,000
Binsky and Snyder	HVAC maintenance and Repair	\$16,000
AFA Protective Services	Alarm Systems	\$10,000
PSEG	Gas and Electricity	\$91,000
Elizabethtown Gas	Gas	\$12,000
Optimum	Internet	\$13,000

Biannual or quarterly Blanket Accounts

Baker and Taylor	Adult Books	\$25,000
Baker and Taylor	Children Books	\$16,000
DK Agencies	Indian Language Books	\$10,000
Midwest Tape	DVD's	\$10,000

Individual bills > \$10,000

LMXAC	quarterly assessment 1/1/20-3/31/20	\$28,125
LinkedIn	annual renewal 2020 Lynda database	\$13,125

All in Favor  
No oppositions  
So moved

David Ye requested a breakdown of bill for Gas vs Electricity from PSEG and requested the account line item for phone/ internet be changed to "internet only" as phone service is not included in this line item. Will f/u next meeting regarding phone costs through the township.

#### Acting Director's Report

David Ye asked for details on the snow contract and requested a clause in the next contract stating the service contractor must obtain approval from the library when to commence snow removal

Robbie Robbins, Buildings and Grounds supervisor offered clarification. The current company under contract contacts library first.

Vasant Naik requested a timeline and comprehensive plan for upgrading computer technology for next meeting.

Carolyn Cullum, Coordinator for Children's Services, gave overview and of the children's department

Sam Joshi spoke of the *Library Construction Bond Act* and wants to make it a library priority. The Edison library board Facilities Committee and the Edison Township grant writers are available to assist the library.

#### Library Board Committee Reports

##### **Bookmobile Committee**

Did not meet, scheduled meeting in February.

##### **Facilities Committee**

Committee met December 2019 and January 10, 2020 with KAD associates at the Main Library and North Edison Branch. Meeting with additional consulting firms as well

Robbie Robbins, Buildings and Grounds supervisor gave updates and summary on the library facilities.

New Business:

New Attorney Contract - Bratti Greenan

Lisa Krauze made a motion to hire Bratti Greenan, LLC and Dominick Bratti as the Attorney of Record. Cap of \$5000.00 until hourly rate established and agreed upon  
Sue Cason O'Neill seconded.

Vasant Naik asked if multiple firms were approached.

The decision was made to return to the attorney of current discussion as he was previously hired by the library, familiar with Library Law and there is a current need.

Shannon Peng asked for the attorney fees.

Dominick Bratti, lawyer in question addressed the board, charges \$250.00/ hr. for public sector, but will offer the same rate as last time and will stand by previous rate if he misspoke.

Sam Joshi suggested table until previous rate is known.

Lisa Krauze stated library law is a specialty and is a requirement of the lawyer.  
Appointing a Lawyer is urgent as union negotiations are going on this time.

Motion repeated-

Lisa Krauze moved to hire Bratti Greenan LLC with a cap of \$5000.00.

Sue O'Neill seconded

Bratti agrees to a cap of \$5000.00 until fee is agreed upon; however a retainer agreement will need to be signed so there is an attorney/client relationship.

Pat Massey- All those in favors?

Pat Massey - yes

Lisa Krauze-yes

Sue O'Neill – yes

Fiona Meade – yes

Maureen Ruane – yes

Neville Arestani – no

Shannon Peng – no

Vasant Naik - no

David Ye - no

No abstentions

Motion passed

New accountant contract:

Suplee Clooney and Company

Pat Massey - Motion to approve?

Lisa Krauze – so moved

Sue O'Neill – seconded

(No vote taken)

Discussion:

David Ye requested amount paid for previous year accountant

Timur Davis stated this accountant was used by a previous director and came highly recommended.

Neville Arestani asked for comparison of the scope of work between the two accounting firms to determine if comparable pricing is being offered.



Board meeting dates 2020

Board needs to determine a new date for April 2020 – will finalize next meeting.

Director Search

Table at this time

Pat Massey - Motion to table

Lisa Krauze – so moved

Sue O'Neill – second

All in favor

No opposed or abstentions.

Unfinished Business:

Cleaning contract – Encumbrance approved for 2020

Snow removal – discussed issues previously at the time of the director's report

Trustee banking account –

David Ye questions the possible move to BCB as there are issues mentioned in auditor's report

More information needed

Pat Massey made a motion to table the discussion of moving the bank account

Lisa Krauze – so moved

Maureen Ruane – second

All in favor

No opposed

No abstentions

2020 Budget

Will review at the next meeting in February

Negotiations committee

Union negotiations needed as the AFSCME Non-Librarian 2204 contract expired 12/31/2019.

Sue O'Neill requested to be on the Negotiations committee.

Lisa Krauze wants to be on the Negotiation committee but can only negotiate after 5:30 pm.

Dominick Bratti received information from his office and stated his negotiated rate is \$200.00/ hour – not \$250.00/ hour.

Public comments were given

Lisa Krauze motioned to go into closed session

Sue Cason O'Neill seconded

Open Session resumed

Patricia Massey made a motion to go back into open session

Vasant Naik seconded

Announcements

None

Next Meeting date: Feb 11<sup>th</sup> 2020

Check signing abilities

Maureen Ruane brought up need to maintain three people with check signing abilities: The board treasurer, the board president and the director.

Lisa Krauze made a motion to maintain three people with check signing abilities.

None opposed

Pat Massey motioned to adjourn

Lisa Krauze seconded

Meeting adjourned

Respectfully submitted,

Heidi Stokar

Administrative Assistant

Edison Township Public Library