

Minutes
Edison Free Public Library Board of Trustees Meeting
March 12, 2019 6:00 p.m.
Edison Township, 100 Municipal Blvd

1. **Call to order** President Vasant Naik 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; Vasant Naik; Shannon Peng arrived late; 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. **Approval of minutes from previous meeting** - Minutes from the January and February emergency meeting were unanimously approved

3. **Financial Reports**

A. Trustee Account Report. - The January and February Trustee Account Reports were reviewed.

B. Approval of bill listing - The January and February bill listings were reviewed and unanimously approved.

4. **Director's Report**

A. Budget Report - Reviewed

B. The use of Lowes line of credit and Amazon credit card were discussed. Some other library systems use credit cards or some other type of credit card. Carolyn Cullum, System Coordinator Children's Services for the Edison Library explained how many vendors do not accept PO's. Many vendors are strictly online. It is necessary to have some other means to purchase prizes, toys, supplies, etc. other than via PO. After much discussion the board approved the Director to apply for a bank credit card and to advise the board of the interest rate.

5. **Unfinished Business**

A. Feedback for the Library Mission Statement – a committee was formed to work on the statement. After reviewing the revised Mission statement a motion was made to approve. The board unanimously approved

B. Feedback for the Library conduct policy revision – This was tabled for a future meeting. The committee wants to continue its review.

C. Financial Audit – Agreed to retain Wiss & Co as the Library Financial accountants for the year April 1, 2019 – March 31, 2020. The board lawyer will draft a resolution with wording

stating a reasonable hourly rate with a limit of 10K. A motion was made and unanimously approved.

D. Camera installation adjustment – Need additional cameras and labor to correct the incorrect mapping and camera purchases made before the summer 2018. Rich representing Unique Electronics and William Electronics explained to the board with pictures how the cameras are not set up correctly. They don't cover all that needs to be covered and need adjusting and additional equipment in each branch to accomplish this. Motion was made to approve the additional expenditure all approved.

E. Volunteers for the Library – President Naik brought up the process in place to bring volunteers into the library and asked for approval to make it a simpler process. The Director explained other libraries procedures. None are as cumbersome as Edison's. The Township has regulations that we must adhere to. Councilman Joshi along with the Director have been working together to try and simplify this process. We need to look into legal liabilities. Ms. Ruane brought up the summer program at Township and everyone there goes through the same process and there is an abundance of applicants. Ms. Ruane and the Director are going to look into the process together and see if there is anything that can be done to simplify within the Township's requirements and report back.

F. Old Bookmobile – Brought up by Ms. Massey but not on the agenda. The board voted unanimously to retire the Old Bookmobile after much discussion about the age of the vehicle, the transmission leak, emissions testing, seat belt issue, and other potential safety repair issues and expenses. A motion was made to have a committee formed to include: Ms. Ruane, Ms. Massey and Mr. Arestani to start doing research regarding a new Bookmobile. The motion was unanimously approved.

6. New Business

A. Mr. Arestani requested that all of New Business be tabled for the Board to discuss in a closed session at a later date to work to put a package together so what can be capitalized can be. The board unanimously approved.

B. Two phone companies gave a brief overview of their systems and what they would service and the equipment that would be provided to the board since they came to the board meeting to present before the whole category was tabled.

7. Public Comment

A. Carolyn Cullum – Employee of the Library. Carolyn brought up the conduct policy and questioned what the age should be for a child to be left in the library without a parent. Carolyn is meeting with Edison school librarians to discuss library reading lists for the summer. She was at Barnes & Noble on Saturday 3/9. The Library will get a gift card for purchases made that gave the corresponding code. Carolyn asked to partner with Barnes & Noble again in December.

B. Benny Chan from Metuchen – 3 issues raised. The PT Security Guard position requirements form a committee to review hiring practices and questioned a particular email brought up in a prior council meeting.

C. Lee Feeney - Edison resident, She’s been a client of the Bookmobile for over 30 years. Please put it back on the road as soon as possible.

D. Russ Azzarello – Russ spoke of his contract with the Library and his past service.

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

11. **Adjournment.** The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Fran Bar-Eli