

**North Brunswick Public Library
Board of Trustees Meeting Minutes
February 15, 2023**

Location

Meeting held in Library's Children's section

Attendance

TRUSTEES PRESENT: Antora Banerjee, Susan Mitchell, Melanie Paccillo, Alberta Paladino, Ann Rosenzweig, Bruce Trattler

TRUSTEES NOT PRESENT: Matt Almeida, Christine Braccino

Township Council Representative: NOT PRESENT (pending - to be chosen by Mayor)

Library Director: Zoltan Braz

Senior Librarian: Anna Shifton

With quorum present, the meeting was called to order at 19:08 by Mr Trattler, President. He asked if proper notice of the meeting was given as required by NJ Sunshine Law. Mr Braz, Library Director, confirmed that proper notice was given.

Minutes of January 25, 2023 Board of Trustees Meeting

Motion to approve January 2023 meeting minutes was made by Mr Trattler.

Motion seconded by Ms Mitchell. Motion was approved unanimously.

Correspondence

Mr Braz shared details about email communication between himself and North Brunswick Twp regarding recent library maintenance requests made to the township. He stated that the email offered apology for delay in resolution of hot water heater/gas valve issue ("was lost in project replacement tasks"). Mr Braz shared that someone from Township came over for the lights repair complaint but looked at the interior lights only. He reported that the maintenance of Library exterior lights is still pending.

Ms. Pacillo said she will follow up with the Township in one week for exterior lights repairs & proposed a meeting with Mr Steve Boyd (Interim Director, North Brunswick Twp Public Works), Mr Trattler and herself.

Payment of Bills

Mr Trattler made a motion to approve the payment of January 2023 bills.

Ms Mitchell seconded this motion. Motion to pay bills was approved unanimously.

Treasurer's Report

Documentation pending from Ms Mitchell in order to set up Treasurer position for 2023. Once obtained, Mr Braz and Mr Trattler will bring this information to the bank.

Of note, Mr Trattler asked what is the current interest rate for Library's Money Market account?

Action Item: Mr Braz said he will look up this information

Director's Report

Mr Braz submitted and reviewed with the Board the Director's report for January 2023. Salient points reviewed are as follows:

- The library has renewed its contract with Overdrive for Universal Class.
- The Library has signed a contract with ArtistWorks online database - a resource patrons can use for free music instruction from accomplished musicians.
- The Library is looking for an online auto repair database. A flier will be made and distributed to local mechanic/auto shops.
- First & second interviews have been conducted for 3 vacant part time library assistant positions.
- Recruitment outreach in progress for vacant Library Reference Associate and Outreach & Adult Services Librarian positions
- Library interiors renovation after flood & installation process is continuing. Per Mr Braz, the cost of repairs check (~\$8000) from the insurance company was incorrect and will be resent to the Library.
- All patrons with expired library cards who have provided email/text contact info will receive notification of card expiry. Mr Trattler and Ms Paladino asked if mailers can be sent to patrons who do not have email/text services? Mr Braz mentioned that the Police department used to send welcome packets to township residents in the mail and perhaps this resource can be utilized for mailers?

Action Item: Ms Pacillo will ask if the Police department can provide this info

- Library staff have received training for RFID conversion project. 1 Project planner and 4 technicians from Backstage Library Works will work onsite at NOBL to RFID tag all existing library print items. NOBL staff will tag all media items and any new items purchased going forward. Upon completion, this will allow for the convenience of Self Check Out. Two Self Checkout Kiosks are proposed to be situated next to the circulation desk.

Ms Shifton demonstrated Self Checkout equipment to the board and informed the board that this process reduces need for staff and increases patron privacy at checkout. She reported that this system can give the patron a recommended reading list based on their current choices. Mr Braz informed the board that after the RFID conversion project is completed, new security gates will be installed at the library entrance; alarm will go off if any item not checked out is attempted to be taken out of the library. Patrons will need a library card or driver's license to check out any materials as is the current policy. Ms Paladino inquired about the cost of this RFID conversion process & Mr Braz informed that it is about \$60000. Mr Trattler noted that the self checkout process will allow for active inventory count of library materials. He asked if self checkout will block patrons who have overdue items from checking out additional items. Mr Braz replied that yes self check out will block patrons who have overdue items as is the current policy. He also informed that RFID conversion provides NOBL with an active reader device which

informs Library staff when books are in the wrong spot or placed incorrectly. Ms Paladino asked how much the library makes in fines for overdue items. Mr Trattler responded saying the expected annual revenue from fines is \$5000 and NOBL has received \$2600 in fines so far in 2023. Ms Banerjee mentioned the trend for libraries to become fine free is gaining in popularity.

Statistical Report

Mr Braz shared the statistical report for review and noted that NOBL tends to be busy on days following a holiday when library is closed (eg. after MLK day on 1/16/23, the numbers increased on 1/17 & 1/18/23). Mr Braz noted that Saturdays tend to be the busiest day and asked if perhaps more staff should be scheduled on busier days?

Ms Paladino asked if there are any virtual programs on Sunday and can the library have more virtual programs? Mr Braz responded that there is not and that NOBL is focusing on live and in person events in order to increase foot traffic into the library. Ms Shifton responded that there are several NOBL YouTube videos that patrons can access at anytime. Ms Pacillo noted that there was a significant increase in reference interactions in January 2023.

Committee Reports

Personnel & Salary

Mr Trattler called for a closed meeting session at 19:40. This was unanimously accepted by all attendees and Ms Shifton left the meeting voluntarily.

Closed session started 19:41.

Closed Session ended at 19:50

Ms Shifton returned to the meeting voluntarily at 19:51.

Contract Negotiations

Mr Braz shared that he has received a memorandum to approve most recent contract negotiations. Mr Braz informed all eligible library staff have received retroactive pay as approved previously.

Budget and Finance

No current updates. New budget process to start in April 2023.

Building and Grounds

Updates on exterior lights and hot water heater as reported in the correspondence section of this meeting minutes.

Friends of the Library

Ms Roz Shaw sent an email to Mr Trattler requesting a climate controlled shed for book sale. Ms Shaw is currently out of state as per Mr Trattler and he will continue to follow up with her.

Ms Paladino requested if the Book Sale sign can be taken down?

Fundraising

Ms Braccino had proposed a meeting previously but this was not completed due to lack of quorum. Committee has questions about getting a new library building? What is the role of the fundraising committee and how much are they expected to raise? Mr Trattler opined that fundraising should not wait for a new library building and should start asap.

Strategic Plan

No current updates.

Capital Planning

Ms Pacillo informed the board that Ms Janice Larkin from the Mayor's office will share the name of the new grant writer. Mr Trattler asked how consistent/immediate this will be and should the Library apply for grants on its own? Mr Braz and Ms Shifton said they spoke with the grant writer for the AARP/Level Up grant & asked if the grant writing process can be combined with fundraising committee efforts.

Mr Braz asked if the township is willing to spend money on the existing library building (bathroom renovation, ceiling tiles). Ms Pacillo responded that based on her previous meeting with the township she thinks that they will not add a new wing to the library but will be willing to use capital funds to renovate the bathrooms to make them ADA compliant and such similar changes.

Action Item: Mr Braz will look at the Shared Services Agreement for further info.

Ms Paladino asked if we have electricity issues/enough electricity to cover construction/renovation. Mr Braz responded in the affirmative. Mr Trattler asked if there was an engineering survey completed for the library. He also asked if the township has working engineering documents of the library? Mr Braz responded that he is obtaining three quotes and will approach the township with results of the engineering survey. Mr Braz noted that he is in touch with Mr Anthony Ivino (building architect) for renovation requirements.

New Business and Trustee Q&A

Ms Pacillo made the board aware that concealed carry firearms are not prohibited in the library by statute; they are prohibited only by injunction. She proposed that NOBL should post a notice that firearms are prohibited in the library.

Mr Braz informed the board that current NOBL rules say "no weapons unless authorized". Mr Trattler asked if the signs need to be adjusted? Should we have signs that say firearms are not welcome? Mr Trattler suggested having panic buttons in the

facility especially near the egress points and suggested having active shooter training for library staff.

Ms Banerjee asked if having sophisticated metal detectors is possible in the library and that she will find more about the possibility of metal detectors specific to weapons.

Action Item: Mr Braz said he will draft policy language regarding prohibition of firearms in the library and bring this for approval to the next meeting.

Ms Paladino asked if there is an AED in the library? Mr Braz responded saying no there is no AED and use of this device may require specialized training? Ms. Pacillo opined that there has not been any recent CPR training provided to library staff either. Ms Mitchell opined that there should be AED(s) in a public building such as a library and asked if there are regulations on library fire drills occurrence and frequency? Ms Mitchell also asked if the architect can give the library a maximum occupancy number?

Action Item: Mr Braz said he will address these questions at the next meeting.

Ms Paladino graciously brought cupcakes to celebrate the current birthdays for Ms Susan Mitchell and Mr Zoltan Braz. Happy Birthday Wishes to Ms Mitchell and Mr Braz!

Public Hearing

No public in attendance.

Adjournment

Motion to adjourn the meeting was presented by Ms Mitchell at 20:27. The motion was seconded by Ms Paladino and the meeting was unanimously adjourned at 20:27.

Meeting minutes submitted for approval by Antora Banerjee, Board Member.