

**North Brunswick Public Library
Board of Trustees Meeting Minutes
January 25, 2023**

Location: Meeting held in library's children section

Attendance:

Trustees: Antora Banerjee, Christine Braccino, Susan Mitchell, Melanie Paccillo, Alberta Paladino, Ann Rosenzweig, Bruce Trattler

Trustees Not Present: Matt Almeida

Township Council Representative: Individual to be identified by Mayor for position

Library Director: Zoltan Braz (Library Director), Anna Shifton (Senior Librarian)

At 7:04 P.M., with a quorum present, Mr. Trattler, President, called the meeting to order. He asked if proper notice of the meeting was given as required by the New Jersey Sunshine Laws. Mr. Braz, Library Director, confirmed that proper notice was given.

Minutes of December 14, 2022 Board of Trustees Meeting

A motion was made to approve the December board meeting minutes.

Motion: Ms. Mitchell

Second: Ms. Paccillo

Approval: Unanimous

Correspondence

Mr. Braz shared that a \$200 donation to the library was received.

Payment of Bills

A motion was made to approve the payment of January bills.

Motion: Ms. Paccillo

Second: Ms. Mitchell

Approval: Unanimous

Treasurer's Report

The Treasurer's Report as of 12/31/2022 was submitted to the board review. No items of note.

Statistical Report

Mr. Braz shared the December 2022 Statistical Report with the board for review. No items of note.

Director's Report

Mr. Braz submitted to and reviewed with the board the December's Director's Report, including -

- The library's plumbing sewer issue identified in January which the township has addressed and will continue to perform future maintenance.
- A library adult newsletter had its first issue released in January and will be a continuing bimonthly newsletter.
- A new library logo has been designed and released.
- The library is planning and working to bring back peer tutoring in February.
- New library brochures are being designed for distribution in February, including bilingual English/Spanish brochures.
- Mr. Braz share communicated to all library employees regarding patron confidentiality in library records and the relevant state statute.
 - *Follow-up for Mr. Braz* - he will implement a formal acknowledgment from staff when each is requested to review library's policies and procedures.

Committees' Reports

Personnel and Salary

Mr. Braz shared that a librarian and a library assistant have resigned.

Contract Negotiations

Mr. Braz shared that memorandum of understanding has been reviewed and approved by union and the staff and will be incorporated into a three year contract effective July 1, 2022.

Budget and Finance

No updates to report.

Building and Grounds

See Director's Report for details on library's plumbing sewer issue. A request to the township to repair outdoor parking lot lighting has not been addressed yet. Ms. Paccillo proposed a meeting with Mr. Braz and the head of the township's Department of Public Works to review expectations for repairs and maintenance of the library building and outside premises.

Follow-up for Ms. Paccillo - schedule meeting with Mr. Braz and the head of township's Department of Public Works.

Friends of the Library

No updates to report.

Fundraising

No updates to report.

Follow-up for Mr. Braz - schedule the annual meeting (in March or April) of the representatives from the library board of trustees, Friends of the Library and the Library Foundation.

Strategic Plan

Mr. Braz shared a draft outline of the plan with the board for review. The strategic plan will cover the period Fiscal Year 2024 - Fiscal Year 2026. He will continue to work on the details to the plan.

Capital Planning

Ms. Paccillo shared she and Ms. Braccino met on 1/10/2023 with the Mayor, Council President Mehta and Councilman Davis to discuss the options to increase library space (new library building or expand current building) and the related funding. They continue to support a new library building and will support library in identifying funding opportunities. The Mayor shared that the township is planning to engage a grant writing company and can be a resource to help the library in seeking grants for a new library. Ms. Paccillo shared that engaging this company is currently in process and will be codified and presented to the township council for approval.

Additionally, Ms. Paccillo and Ms. Braccino shared that the library and its fundraising groups like the library foundation should focus efforts on fundraising.

Old Business

Mr. Braz shared with the board the many projects that the library is working on. He is looking into project management software to help manage the work.

New Business

Election of Officers

- Mr. Trattler nominated by Ms. Paladino for President. Ms. Mitchell second the nomination. Board unanimously approved.
- Ms. Paladino nominated by Ms. Mitchell for Vice President. Ms. Braccino second the nomination. Board unanimously approved.
- Ms. Mitchell nominated by Mr. Trattler for Treasurer. Ms. Paladino second the nomination. Board unanimously approved.
- Ms. Braccino nominated by Ms. Mitchell for Secretary. Ms. Paccillo second the nomination. Board unanimously approved.

Assignment of Committees

Mr. Braz and the board reviewed the members in each of the committees. Changes were noted by Mr. Braz and he will provide 2023 Committee list to the board.

Trustee Q&A

Ms. Banerjee inquired about borrowing of materials from libraries outside of Middlesex County. Mr. Braz shared that there is the MURAL (*Mutual Reciprocity Among Libraries*) Reciprocal Borrowing Agreement, which enables the sharing of materials by public libraries in Middlesex and Union Counties.

Follow-up for Mr. Braz - he will provide board a copy of the libraries participating in MURAL.

Public Hearing

No public in attendance.

Announcements

Mr. Braz shared that the recording of the New Jersey State Library's January Director and Trustee Check-in is now available and provided the link to the recording. Viewing the recording qualifies towards the seven total hours of training that boards must complete each year for Per Capital State Aid.

Adjournment

A motion was made to adjourn meeting at 8:40 P.M.

Motion: Ms. Mitchell

Second: Ms. Paccillo

Approval: Unanimous

Meeting minutes submitted for approval by Christine Braccino, Board Secretary