

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

Location: Meeting held in library's children section

Attendance:

Trustees: Matt Almeida, Antora Banerjee, Christine Braccino, Susan Mitchell, Melanie Paccillo, Alberta Paladino, Bruce Trattler

Trustees Not Present: Ann Rosenzweig

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

Library Staff: Zoltan Braz (Library Director),
Anna Shifton (Assistant Library Director)

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 February 15, 2023 Board of Trustees Meeting

Ms. Braccino requested, in the Fundraising section of the minutes, a clarification to specify that it was the Library Foundation Board meeting on 2/13/2023 that was not held due to lack of quorum. A motion was made to approve the February board meeting minutes with this requested clarification.

Motion: Ms. Paladino

Second: Ms. Mitchell

Approval: Unanimous

Correspondence

Mr. Braz shared that no correspondence was received.

Payment of Bills

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

Motion: Ms. Paccillo

Second: Ms. Mitchell

Approval: Unanimous

Treasurer's Report

The Treasurer's Report as of 2/28/2023 was submitted to the board review. No items of note. Mr. Trattler shared that the bank set up of Ms. Mitchell as Treasurer for the library is in process.

Statistical Report

Mr. Braz shared the February 2023 Statistical Report with the board for review. No items of note.

Director's Report

Mr. Braz submitted to and reviewed with the board the March 2023 Director's Report. He updated the board on the results of his follow-up and meeting with township's Department of Public Works (DPW). DPW is addressing the issues concerning the library's building and grounds. These include repairs of the building's plumbing, exterior lighting and storm drain. The library will engage a plumber for regular, preventative maintenance of sewer lines. Mr. Braz is also in process of requesting quotes from building engineers to perform a complete inspection of the library's building and grounds.

Mr. Braz also shared that -

- he has requested LMxAC to raise the library's fine threshold to \$10 so that patron's library cards will not be blocked until the \$10 threshold is reached.
- the quiet study room will be closed to the public and used as the workspace for the RFID conversion project.
- the library is working with the United Way to provide free tax assistance to the public.

Committees' Reports

Personnel and Salary

Mr. Braz shared that two part-time library assistants have been hired. He also announced that Anna Shifton has been promoted to Assistant Library Director.

Contract Negotiations

No updates to report.

Budget and Finance

No updates to report.

Building and Grounds

See Director's Report section of meeting minutes for update on the results of Mr. Braz' follow-up and meeting with DPW.

Friends of the Library

No updates to report.

Fundraising

No updates to report.

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

Strategic Plan

Mr. Braz shared he is targeting to have the plan be effective July 1, and expects to provide an update on the plan at next board meeting.

Capital Planning

No updates to report.

Old Business

Ms. Paccillo shared her follow-up from February's board meeting regarding if the Police Department still sends welcome packets to township residents in the mail; this perhaps may be a resource for sending library mailers. She said that the Police Department is checking on this and will let her know.

New Business

Resolution 2023-01: Authorizing the hiring of Destiny Vazquez as part-time library assistant. The board approved the resolution.

Trustee Q&A

Ms. Banerjee inquired if the library could add more foreign language materials (e.g., Bengali). She shared that she knows of friends who are requesting this.

Follow-up for Mr. Braz: Review how additional foreign language materials can be sourced and added to the library's offerings.

Public Hearing

No public in attendance.

Announcements

Mr. Braz shared that -

- the annual New Jersey Library Association (NJLA) Conference will be held on June 1-2, 2023. This conference provides opportunity for trustees to meet the 7 hours library board continuing education requirement.
- the vendor, Backstage Library Works, is targeting the end of April for the completion of the library's RFID conversion project.

Adjournment

A motion was made to adjourn meeting at 7:50 P.M.

Motion: Ms. Mitchell

Second: Mr. Almeida

Approval: Unanimous

Meeting minutes submitted for approval by Christine Braccino, Board Secretary