

**North Brunswick Public Library  
Board of Trustees Meeting Minutes  
May 17, 2023**

**Location**

Meeting held in Library's Children's section

**Attendance**

TRUSTEES PRESENT: Matt Almeida, Antora Banerjee, Susan Mitchell, Melanie Paccillo, Alberta Paladino, Ann Rosenzweig,.

TRUSTEES NOT PRESENT: Christine Braccino, Bruce Trattler

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

Library Staff PRESENT:

Library Director: Zoltan Braz

Library Assistant Director: Anna Shifton

With quorum present, the meeting was called to order at 1903 by Ms Paladino. She 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 Previous Board of Trustees Meeting**

Motion to approve March 15 2023 meeting minutes was made by Ms Paccillo.

Motion seconded by Ms Mitchell. Motion was approved unanimously.

**Correspondence**

Mr Braz shared details about email communication between himself and Ms Roz Shaw who requested for library staff to come by and take a look at her books. This request was denied due to liability purposes.

**Payment of Bills**

Mr Almeida made a motion to approve the payment of March and April 2023 bills.

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

**Treasurer's Report**

The Treasurer's report as of 4/30/23 was submitted to the board for review. No items of note.

**Statistical Report**

Mr Braz presented the statistical report for April 2023. It was noted that circulation increased on the 1st and the 10th of the month (after holiday). It was noted that all numbers are higher year over year; electronic circulation is increased; reference requests are increased; active library cards are increased and library outreach events are increased.

## **Director's Report**

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

- The library has initiated a plant seed library allowing cardholders to obtain 8 seeds packets/visit. This program will continue into the summer.
- The Library has promoted Kyra Stevko to a full time library associate position. She is taking over community outreach and adult programming (previously Ryan Miller's job duties).
- The Library organization chart has been updated to incorporate the new Library Assistant Director Position.
- LMXAC Executive Director Eric Lozaukas has taken over from previous LMXAC Executive Director Eileen Palmer and toured our library on 3/29/23. Our LMX membership dues have been waived for two years due to internal LMX organization restructuring.
- New Grant writer Ms Tamara Vasan has been recruited by the library.
- Ms Paladino asked if there is a need for a security guard in the library? Mr Braz responded that there is not a need currently to have a security guard.

## **Committee Reports**

### **Personnel & Salary**

Mr Braz informed the board that two new employees have been hired by the library (Ms Erica Tlapa-Lorenzo & Ms Shehnaz Munshi)

### **Contract Negotiations**

Nothing pertinent to note.

### **Budget and Finance**

No current updates.

### **Building and Grounds**

Mr Braz provided an update that the library street intersection has been made handicapped accessible for crossing the street. Newton Street was closed for 2 days for this construction and may have impacted library operations/census.

### **Friends of the Library**

Ms Roz Shaw is requesting a meeting as she is moving out of state. New members for the Friends are usually elected in June.

### **Fundraising**

Annual fundraising meeting was held on 4/13/23. All stakeholders were present for discussion but no new fundraising decisions were made.

## **Strategic Plan**

No Current updates.

## **Capital Planning**

Ms Paccillo informed the board that she has a tentative Zoom meeting scheduled with township grant writer tentatively for 6/8/23 to discuss possible funding opportunities the library can apply for.

## **New Business**

Motion to approve the hiring of new employees Ms Erica Tlapa-Lorenzo & Ms Shehnaz Munshi was unanimously approved by the board.

Mr Braz informed the board about changes to the exam proctoring policy. This policy is included in the May board meeting packet - the primary change is that library staff will no longer stay in the room during the exam. Motion to approve this policy change was made by Ms Mitchell and seconded by Mr Almeida. Motion was approved by the board. .

## **Trustee Q&A**

- Mr Braz mentioned that he heard from Ms Janice Larkin that Ms Mary Hutchinson may become the Library liaison to the township council and Mr Rajesh Mehta may be the liaison to the township's Senior Center.
- Mr Braz responded to Ms Banerjee's question regarding access to other towns' library resources stating that North Brunswick library cardholders have access to use in the MURAL system, LMxAC, MAINS, SWELL and reciprocal borrowing relationship with Franklin Twp Library. Ms Paladino asked who pays for the cost of returning library books to their original location. Mr Braz responded that NJ State Library provides this funding. She also asked if books may be requested from out of state libraries? Mr Braz clarified that this depends on the sending entity.
- Mr Braz is currently re writing the patron conduct policy to include verbiage on the prohibition of weapons unless authorized (eg. law enforcement)
- Board members are encouraged to contact township clerk Lisa Russo for help with filling out and submitting annual financial disclosure packet.
- Trustees were informed about the NJLA conference in Atlantic City, NJ on 6/1 and 6/2/23 - registration cost will be covered by the library.

## **Public Hearing**

No public in attendance.

## **Adjournment**

Motion to adjourn the meeting was presented by Ms Mitchell at 1936. The motion was seconded by Ms Paladino and the meeting was unanimously adjourned at 1936.

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