

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

Location: Library Meeting Room

Attendance:

Trustees: Antora Banerjee, Christine Braccino, Pat Francis, Susan Mitchell, Alberta Paladino, Bruce Trattler

Trustees Not Present: Matt Almeida, Melanie Paccillo, 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 September 20, 2023 Board of Trustees Meeting

A motion was made to approve the September 20, 2023 board meeting minutes.

Motion: Ms. Banerjee

Second: Ms. Francis

Approval: Approved by trustees who were present at September 20, 2023 board meeting.

Correspondence

Mr. Braz shared that no correspondence was received.

Payment of Bills

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

Motion: Ms. Banerjee

Second: Ms. Paladino

Approval: Unanimous

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

Motion: Ms. Paladino

Second: Ms. Mitchell

Approval: Unanimous

Treasurer's Report

The Treasurer's Report for October 2023 was submitted to the board review. Mr. Trattler shared that the engineer review of the library's mechanical, electrical and plumbing cost about \$10,500.

Statistical Report

Mr. Braz submitted the October 2023 Statistical Report to the board for review. No items of note.

Director's Report

Mr. Braz submitted to and reviewed with the board the November 2023 Director's Report, including -

- A new UPS battery for the library's telephone system had to be replaced as it was no longer working.
- The library's sewer lines were descaled of mineral deposits and rust build up. It was identified during October's routine, quarterly preventative sewer maintenance.
- NJ State Library and the NJ Office of Innovation conducted research to gain insight into why NJ residents may or may not be visiting libraries. Mr. Braz shared with the board that the research concluded that there is a profound lack of awareness of library resources and that libraries should keep audiences engaged with life-stage resources so they would continue to visit.

Mr. Braz also shared that the library will be hold a "Food for Fines" effort from December 4 - 16, 2023. With each food item donated, \$1 will be removed from a patron's overdue fines. Food items will be donated to the North Brunswick Food Bank.

Committees' Reports

Personnel and Salary

No items of note.

Contract Negotiations

No items of note.

Budget and Finance

No items of note.

Building and Grounds

See New Business regarding "Library Improvement Study Report".

Friends of the Library

No items of note.

Fundraising

No items of note.

Strategic Plan

No items of note.

Capital Planning

No items of note.

Old Business

Ms. Mitchell requested that the library board’s August 16, 2023 meeting minutes be corrected regarding the vote on the Employee Technology Acceptable Use Policy in the New Business Section. She explained that since the vote was not conducted by roll call, trustees’ names and their votes should not be specifically noted in the minutes. The minutes should reflect “3 ay” and “2 nay” votes and that policy was approved by majority. Ms. Braccino will revise the minutes for this.

New Business

A. FY24 Operating Budget

A motion was made to approve the final FY24 Operating Budget.

Motion: Ms. Paladino

Second: Ms. Mitchell

Approval: Unanimous

B. 2024 Holidays and Closings

A motion was made to approve the 2024 Holidays and Closings Schedule.

Motion: Ms. Mitchell

Second: Ms. Banerjee

Approval: Unanimous

C. 2024 Board Meeting Dates

A motion was made to approve the 2024 Board Meetings Schedule.

Motion: Ms. Mitchell

Second: Ms. Francis

Approval: Unanimous

D. Resolution 2023-06 - Authorizing the Hiring of Lawrence Lane as a part-time librarian.
The board approved the hiring.

E. Library Improvement Study Report - The reviews by engineers and architects to inspect the library’s mechanical systems, physical structure, and ADA compliance have been completed. Reports of these reviews were shared with the board. The library’s Building and Grounds Committee will meet with the library’s architect (Arcari & Iovino) to review results and recommendations.

Trustee Q&A

No items raised by trustees.

Public Hearing

No public in attendance.

Announcements

No announcements.

Adjournment

A motion was made to adjourn meeting at 8:27 P.M.

Motion: Ms. Mitchell

Second: Ms. Francis

Approval: Unanimous

Meeting minutes submitted for approval by Christine Braccino, Board Secretary