

**Minutes**  
**Edison Free Public Library Board of Trustees Meeting**  
**December 19, 2018 5:30 p.m.**  
**North Edison Branch, 777 Grove Avenue**

1. **Call to order** Board Vice President Vasant Naik called the meeting to order at 5:35 p.m. and read the Open Public Meeting Act statement.

Present: Suzanne Carson O'Neill; Maureen Ruane; Patricia Massey; Council President Ajay Patil; Vasant Naik; Shannon Peng; Councilman Sam Joshi; Neville Arestani; Lisa Krauze; Joyce Ship-Freeman; David Ye; Jane Jiang, Director; Fran Bar-Eli, Chief of Staffing; Sarah E. Fitzpatrick, Attorney to the Board.

2. **Approval of minutes from previous meeting** - Minutes from the November meeting were unanimously approved pending the change in the date from December board meeting to January 2019.

3. **Financial Reports**

A. Trustee Account Report. - The November Trustee Account Report was reviewed.

B. Approval of bill listing - The December bill listings were reviewed and unanimously approved. It was asked that going forward the quantity of books be listed along the line item associated with the cost for those expenses that represent new books.

C. Approval of encumbrances.

1. Audit Company WISS - \$22,500. The Board approved this unanimously
2. Lawyer fees \$11,942.93 – accumulated for a few months. This was approved unanimously pending clarification of the lawyer's bill.

4. **Director's Report**

A. Budget Report. - Director Jiang stated that the numbers represented part of December.

B. Staff training and Appreciation Day Report - The speaker spoke on Diversity. There was great feedback and discussion. Ms. Massey attended the program and thought it was relevant and thought provoking. Ms. Massey as well as Director Jiang feel it is a good idea for the staff to get together more than once a year. It allows the staff to interact and exchange ideas on different appropriate topics.

5. **Unfinished Business**

A. Energy-Retrofit project – Chris Mazauskas from township and Patrick Lynch of Tri-State Light and Electric spoke about this program that is available. No cost for submitting the application. The potential costs cannot be determined until the application has been processed.

At that time they will come back with recommended retrofit total cost, subsidiary and cash match that the Library would be responsible for. If we submit an application we are under no obligation to go further once we find out our cash match. Chris will work with the Director and submit the applications for each branch. A motion was made to move forward with the application process only and it was unanimously approved.

B. Approval of the 2019 Board meeting calendar: 2<sup>nd</sup> Tuesday of each month – 6 PM, Location: Chamber hall. Unanimously approved.

C. Feedback for Library Mission Statement and Conduct Policy: Request was made to resend the statement and policy and at the January board meeting do a first review and hopefully pass in January or February the latest.

#### 6. **New Business**

A. Old BKM fix - After much discussion and review of the BKM's repair status a motion was made to stop using the old BKM as a result of safety and use a van in its place pending resolution of the new bookmobile. The staff will not be in jeopardy, Director Jiang assured they will all be able to be redirected to other assignments. The motion was unanimously approved by the board.

B. New BKM inspection progress – Jan 9, 2019 is the inspection and Feb 26, 2019 is the hearing.

C. Wish List for 2019 – List was presented and Ms. Ship-Freeman asked to add cultural projects to the list. To add books by female and minority authors. It was suggested by Ms. Ruane that the list be broken out into capital expenditures over a 5 year useful life and other.

#### 8. **Public Comment**

A. Ms. Ester Nemitz noted that announcements should be before the closed session so everyone can hear the announcements and not have to wait until after the closed session is finished. She then went on to discuss the 2010 Engineering report at Clara Barton. There were 5 items that needed to be repaired as a result of the report. 2 out of the 5 were taken care of and paid for by the Clara Barton preservation program. There were still 3 remaining. Mr. Arestani told Ms. Nemitz that one item, the leak in the window- the skylight in the roof- was resolved. It was done pro bono by someone so 2 issues still remain. She was pleased to hear that one issue was resolved but wants to know where we are going with the repairs of the two remaining repairs.

B. Robbie Robbins requested to speak in the closed session and confirmed what Ms. Nemitz said about the pending repairs at Clara Barton.

9. **Announcements.** There were none

10. **Closed Session.** Motion to go into closed session.

11. **Adjournment.** The meeting adjourned at 8:10 p.m.