

Minutes
Edison Free Public Library Board of Trustees Meeting
June 11, 2019 6:00 p.m.
Edison Township, 100 Municipal Blvd

1. **Call to order** President Vasant Naik called the meeting to order at 6:10 p.m. and read the Open Public Meeting Act statement.

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

2. **Approval of minutes from previous meeting** - Minutes from the May board meeting were unanimously approved pending the spelling of Keith McCoy’s name being corrected.

3. **Financial Reports**

A. Trustee Account Report. - The May Trustee Account Report was reviewed. Ms. Krauze mentioned a few years ago toner was approved to be paid from the Trustee account due to budget cuts as opposed to PO’s to review.

Ms. Carson also requested to list names of personnel changes – Additions and deletions

B. Approval of bill listing - The May bill listing was reviewed and unanimously approved.

C. Blanket approval of computer purchase – 20 Dell desktops between the 3 branches - \$30,000. The board unanimously approved.

4. **Director’s Report**

A. Budget Report – Reviewed

5. **Committee Reports**

A. Trustee Policy Committee--

Meeting room policy updating draft, and the other sub sections of Code of Conduct – Using the Edison Library still need to be reviewed, discussed and voted on at a later board meeting as well as adding a Social Media policy

B. Trustee BKM Committee –Awaiting information back from fact finding. A Public and Employee survey to be done as part of the local fact finding.

6. Unfinished Business

- A. Energy Savings Program
 - a. TSLE Energy-Retrofit Subsidy Program Projects – agreed to table until PSE&G program results were given so they can be compared.
 - b. Jeffrey Burger (Willdan Energy Solutions) NJCEP Program status) Willdan represents both TSLE Energy Retrofit Program and PSE&G. Benefit of PSE&G is that the customer doesn't pay anything up front. Whatever the customers portion is divided into 36 equal 0% interest payments. The proposal is expected back the end of June or beginning of July at which time both proposals can be reviewed and a decision can be made.
- B. HVAC service bid discussed. The list of bids from Township was sent to the Board members by the Director. Binsky was the lowest responsible bidder therefore that was who it was deemed the Library approve. The board unanimously approved Binsky.

7. New Business

- A. Upgrading the phone system. All IP based. After some discussion it was agreed to move ahead and to piggyback onto the Township system. The cost \$35,789.30 for one-time installation would be the only additional one time charge. There will be no monthly cost. Township will absorb the maintenance going forward since as Ms. Ruane, Township Business Administrator stated we are a small part of the total telephone system. The board unanimously approved the upgrade to the Township phone system.
- B. Renovation discussion, Construction Bond Act updates –Director Jiang discussed the updated schedule at this time for the Bond Act. She also requested to know the procedure the board wanted to follow for starting the bid process for the renovations. Board members stated that we first take care of the Energy project, the repairs in Clara Barton and North Edison and the upgrade to the phone system and then we will revisit the renovations. It was decided to establish a Facilities committee to discuss the vision and renovations going further. Ms. Ship-Freeman, Ms Massey and Mr. Ye agreed to be on the committee.

8. Announcements

- A. Ms. Massey suggested that the Library's Strategic Plan be included in our agenda. Although the plan was developed in 2017-2018 and a lot of our goals have been accomplished, it is a living document and it should be reviewed and updated on an ongoing basis.
- B. Mr. Naik mentioned the Cricket program in the Main Library Tuesday July 23, 2019 at 7 PM.

9. **Other Discussions**

- A. Mr. Arestani asked the status of the following:
 - a. New Hires (Director will email to all board members.)
 - b. An inventory of the printers and computers in the library – all 3 locations. (Director will email to all board members.)
 - c. Cash reconciliation – New policy and procedures
 - d. Status of moving from funds from TD bank to BCB. – Mr. Ye (the Treasurer of the board) and Director Jiang will follow up to compare and research in detail what is being offered by each bank.
- B. Ms. Carson O’Neill brought up an email from Job Corps. The Director will follow up with Job Corps.
- C. Ms. Peng proposed to start the Board meetings at 7 PM instead of 6 PM like the Board of Education and the Council Meetings. A motion was made and approved 6 in favor 3 opposed.

10. **Public Comment**

- A. Akhil Malhotra – Edison resident. Mr. Malhotra expressed his desire for a more interactive website and for STEM/STEAM programs as well as more children’s/YA programs at Clara Barton.
- B. Keith McCoy – Edison resident. Mr. McCoy gave his thoughts and suggestions on some of the topics discussed at today’s board meeting.
- C. Carolyn Cullum – Library employee – Thanked Mr. Arestani for his donations to the summer reading program. Ms. Cullum enjoyed hearing the Director’s report read out loud, hearing the accomplishments of the month and ongoing projects. Perhaps it should be done regularly.
- D. Esther Nemitz – Edison resident – Ms. Nemitz commented about the repairs still needed at Clara Barton that have been in disrepair for the past 10 years. The building is owned by Township and Township should follow up and be more involved. Not leave it for 10 years.
- E. Mary Ellen Spitzmiller – Edison resident and retired Bookmobile supervisor. Ms. Spitzmiller suggested that the Bookmobile committee use the email addresses of the Bookmobile patrons for the survey.

11. **Adjournment.**

Motion to adjourn. Unanimously approved. The meeting adjourned at 8:15PM

Respectfully submitted,
Fran Bar-Eli