

**Minutes**  
**Edison Free Public Library Board of Trustees Meeting**  
**May 21, 2019 7:00 p.m.**  
**Edison Township, 100 Municipal Blvd**

1. **Call to order** Treasurer David Ye called the meeting to order at 7:20 p.m. and read the Open Public Meeting Act statement.

Present: Suzanne Carson O’Neill; Maureen Ruane; Patricia Massey; Shannon Peng; Neville Arestani; David Ye; Jane Jiang, Director; Fran Bar-Eli, Chief of Staffing; Sarah Fitzpatrick, Attorney to the Board.

Lisa Krauze, Joyce Ship-Freeman, Vasant Naik, and Councilman Sam Joshi were absent

2. **Approval of minutes from previous meeting** - Minutes from the April board meeting were unanimously approved

3. **Financial Reports**

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

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

C. Blanket approval of Baker and Taylor (Adult and Children books) Both Blankets one for Adult - \$25,000 - and one for Children’s books - \$24,000, were unanimously approved.

4. **Director’s Report**

A. Budget Report – Reviewed

B. Clara Barton’s New Branch Head was introduced - Shanshan Ming - She spoke about wanting to increase participation in the Clara Barton branch. Shanshan plans to add programs to the Senior, Adult and Junior areas of the Library, some of which have already been added to the calendar.

B. Trustee Policy Committee

1. Code of Conduct Policy - sub section Library Rules under Using the Edison Library was unanimously approved.

2. 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

B. Trustee BKM Committee –Awaiting information back from fact finding. Will hopefully have more to present next board meeting.

5. **Unfinished Business**

- A. Cleaning company “competitive contracting” resolution – Removed from the agenda
- B. HVAC service bid discussed. The list of bids from Township will be sent to the Board members by the Director.
- C. TSLE Energy – Retrofit Subsidy Program Projects - Chris Mazauskas Resource Development Officer, will put together a summary/comparison fact sheet from the 5 proposals for the Director who will then send out to the Board members. It will be discussed prior at a mutually agreed upon date with Patrick from Tri-State Light & Energy and be brought up again at the next Board meeting with a better understanding.

6. **New Business**

- 1. EPL Renovation proposal:
  - a. Joe Guerriero from ALLSTATE spoke about painting, flooring, furniture
  - b. Satyen Rawal from SAGEarch Architecture spoke to the proposed vision of Main Library with a drawing of both the 1<sup>st</sup> and 2<sup>nd</sup> floors current and proposed look.
  - c. Dimitri from Hunter Technologies spoke about the phone system upgrade – for the next meeting the Director should put together a summary sheet of the phone proposals and bring all the backup so the Board members can review and then vote on a phone system which is very much needed

7. **Public Comment**

- A. Keith McCoy – Edison resident and retired Library Director and Assistant Director in Somerset County. Mr. McCoy made suggestions about the Library Board’s flow and communications.
- B. Esther Nemitz – Edison resident – Ms. Nemitz commented about the communications between the Board and Director and the preparation of the information provided at the Board meetings regarding projects.

8. **Closed Session.**      Motion to close the public session.      All in favor  
   Motion to go into closed session.      All in favor

9. **Public Session.**      Motion to approve the Union Contract for Professionals for the period January 1, 2019 to December 31, 2021.      The Board unanimously approved the motion.

9. **Adjournment.**      Motion to adjourn. Unanimously approved. The meeting adjourned at 9:15 p.m.

Respectfully submitted,  
Fran Bar-Eli