North Brunswick Public Library
Board of Trustees Meeting Minutes
December 19, 2018

Location
Library Conference Room

Attendance
Present
Trustees: Matthew Almeida, Christine Braccino, Kathy Goundrey, Denise Kusic, Alberta Paladin, Ann Rosenzweig, Bruce Trattler
Township Council Representative: Amanda Guadanino
Library Director: Zoltan Braz

Not Present
Trustees: John Willard, Mayor Mac Womack

At 7:08 p.m., with a quorum present, Bruce 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. Zoltan Braz, Library Director, confirmed that proper notice was given. Notices were sent to the Home News Tribune, The Sentinel, and The Star Ledger. Receipts are on file in the office of the Township Clerk.

Minutes of November 14, 2018 Board of Trustees Meeting
A motion was made to approve the minutes of the November Board Meeting.
Motion: Alberta Paladin
Second: Denise Kusic
Approval: Unanimous

Correspondence
Two items were received. Both were thank you notes: a patron grateful for a library staff for assistance on programming registration, and the North Brunswick World War I Centennial Commission thanking for the extended loan of library materials for a display in the Municipal Building.

Payment of Bills
A motion was made to approve the payment of bills.
Motion: Alberta Paladin
Second: Bruce Trattler
Approval: Unanimous
Treasurer’s Report
Report submitted by Denise Kusic, Treasurer, and included in Board Package for review. No items to highlight.

Statistical Report
Monthly and year-to-date statistics report submitted by Mr. Braz and included in the Board Package.

Item of discussion with the Board - DVD borrowing appears to have declined compared to 2017. This may be attributable to patrons utilizing streaming services instead. Mr. Braz indicated that he is reviewing Kanopy, on-demand streaming video platform for public libraries and educational institutions. He may subscribe to Kanopy and decrease new DVD purchases.

Director’s Report
Report submitted by Mr. Braz and included in the Board Package.
Highlights he shared at the Board meeting –
- Updates on the Library’s Strategic Plan –
  - New computer lab printer has been operating to positive feedback from patrons. This was a first step to providing wireless printing in the library.
  - Instituting staff performance evaluations and job descriptions are in progress.
  - Staff has been assigned responsibilities for marketing and for grants. Ms. Guadannino indicated that Rutgers University has a grant writing class that may be useful to the staff; Mr. Braz will follow-up on this.
- The library has partnered with the township’s Office of Emergency Management to be again a “Warming Center” this winter season. This service will only be available during the library’s regular scheduled operating hours.
- The library will be providing job training opportunities to students in the township’s high school POSSibilities Program: Providing Opportunities for Students’ Success. Hope to start this in January 2019.

Committees’ Reports
Personnel and Salary
Mr. Braz shared the following -
- The library’s Computer Lab Assistant has resigned for an external position. Mr. Braz is reviewing the computer lab needs that have been supported by the lab assistant role, and if there are alternatives to meeting these needs.
• A time clock is being installed for the staff’s use, and a time clock policy will be implemented.

Contract Negotiations
No items of note to report.

Budget and Finance
Mr. Braz shared the following –
• The library had a "Food for Fines" drive in which patrons can have $1.00 in late fines waived if they donate a can of food. Donations benefit the North Brunswick Food Bank.
• There are currently only 527 missing books in the library’s inventory of over 70,000 print materials. These have been verified as missing from the library shelves.
• There are about $111,000 in outstanding fines and fees (tracking since 2005) from about 6,000 patrons. Mr. Braz indicated that it is likely that these include patrons who are no longer residents in the township. He also indicated that a patron's account is blocked from further borrowing if the account has $5.00 or more in fines and/or fees. Mr. Trattler and Mr. Braz will follow-up and identify how to address and resolve this issue.

Building and Grounds
No items of note to report.

Friends of the Library
The Annual Meeting of the Friends of the Library, the Library Foundation and Library Board will be on April 10, 2019 at 7:00 PM. The Annual Meeting of the Library Foundation is scheduled in February 2019.

Fundraising
Ms. Rosenzweig indicated that Ms. Sharon Nutter has resigned as the Library Foundation President, and Ms. Lauren Aretakis is now the Acting President. The Foundation will be meeting on January 30, 2019.

Strategic Plan
See Director's Report in these meeting minutes.

New Building
Mr. Braz shared that work continues with Arcari & Iovino Architects and the Township’s Business Administrator Office on the plans for a new library building. These plans will be required for the application under the NJ Library Construction Bond Act. Application and timeline for application is still in development by New Jersey State Librarian’s Office.
**Old Business Update**
No items to report.

**New Business**
No items to report.

**Public Hearing**
Public comments were made about past library efforts on collecting late fines, and a suggestion to avail e-readers to non-residents of North Brunswick.

**Announcements**
Ms. Rosenzweig indicated that Gretta Zorn, wife of past Library Board President, Frank Zorn, recently passed away. Mr. Trattler suggested Ms. Rosenzweig contact the Friends of Library about possibly sending a condolence gift to the Zorn family.

Mr. Braz indicated that 2 current Board Members' terms will be expiring on 12/31/18. He has contacted Mayor Womack’s office and will be handling this in the required 30 days.

**Adjournment**
A motion was made to adjourn the meeting at 8:23 PM.
Motion: Kathy Goundrey
Second: Christine Braccino
Approval: Unanimous

Prepared and submitted for approval by:

[Signature]

Christine Braccino