At 7:05 p.m., with a quorum present, Alberta Paladino, Vice President, called the meeting to order. She 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.

Oath of Office
Denise Kusic and Ann Rosenzweig each read and signed the Trustee’s Oath of Office for their respective new terms.

Election of Officers
A motion was made to re-elect the current slate of officers for another term (Bruce Trattler, Alberta Paladino, Denise Kusic and Christine Braccino for President, Vice President, Treasurer and Secretary respectively).
Motion: Ann Rosenzweig
Second: Kathy Goundrey
Approval: Unanimous

The Trustees also reviewed Committee appointments, with one update made that Mr. Willard will be the Chair of the New Building Committee.

Minutes of December 19, 2018 Board of Trustees Meeting
A motion was made to approve the minutes of the December Board Meeting.
Motion: Alberta Paladino
Second: Denise Kusic  
Approval: Unanimous

**Correspondence**  
One email was received. Amanda Guadagnino, who has been the Township Council Representative to the Library Board, notified Mr. Braz that Councilman Dr. William Lopez will be assuming that role effective with this Board meeting.

**Payment of Bills**  
A motion was made to approve the payment of bills.  
Motion: John Willard  
Second: Kathy Goundrey  
Approval: Unanimous

**Treasurer’s Report**  
Report submitted by Denise Kusic, Treasurer, and included in Board Package for review. A highlight is that the Library has subscribed to Kanopy, an on-demand streaming video platform for public libraries and educational institutions. This will be a free service to patrons.

**Statistical Report**  
Monthly and end of year 2018 statistics report submitted by Mr. Braz and included in the Board Package.

Items highlighted with the Board –
- DVD borrowing has declined compared to 2017. This may be attributable to patrons utilizing streaming services instead. Mr. Braz indicated the Library has subscribed to Kanopy, an on-demand streaming video platform for public libraries and educational institutions.
- Patrons’ usage of E-audio books and digital magazines has increased.
- Library has increased programming by 20% compared to 2017, and patrons’ attendance to programs has increased 40% compared to 2017.

**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 –
  - At the 12/19/18 Board Meeting, Ms. Guadagnino indicated that Rutgers University has a grant writing class that may be useful to the staff. Mr. Braz followed up on this, and learned
that A. Gerber, Librarian, has taken the class in the past. Mr. Gerber will be responsible for the Library’s grant applications.

- The library will be providing job training opportunities to students in the township’s high school POSSibilities Program: Providing Opportunities for Students' Success. This will be starting later in January.

Committees' Reports
Personnel and Salary
- Mr. Braz shared that Library Assistant, L. Curry has been promoted to Library Associate.

Contract Negotiations
- Mr. Braz shared that this process will hopefully begin in April.

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 to the North Brunswick Food Bank. About ten boxes of food was delivered to the Food Bank.
- The 2020 budget process will begin in April.

Building and Grounds
Mr. Braz indicated that a recent Township ordinance requires residents to remove cars from the street when a weather forecast is for four or more inches of snow. This is to allow for snowplow vehicles to more readily plow the streets. If residents do not have a place to off-street park their cars, they may use municipal parking areas. The Library’s parking lot is one of the municipal parking areas that residents can use.

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

Fundraising
Ms. Rosenzweig shared that the next Foundation meeting will be 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 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 are still in development by New Jersey State Librarian’s Office.

**Old Business Update**
There are about $111,000 in late fines (tracking since 2005) from about 6,000 patrons. Mr. Braz indicated that is likely that these include patrons who are no long 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. Mrs. Braccino and Mr. Braz will follow-up and identify how to address and resolve these late fines.

**New Business**
Mr. Braz shared that an Intern, V. Werner, will be working at the Library until May. She is currently studying for her Masters in Library Sciences and had contacted Mr. Braz about work opportunity at the Library. The Trustees approved a resolution for this paid Intern position.

**Public Hearing**
No public attendees at meeting.

**Announcements**
- From the 12/19/18 Board Meeting, Ms. Rosenzweig indicated that Gretta Zorn, wife of past Library Board President, Frank Zorn, recently passed away. Mr. Braz shared that the Library has plated a book in memory of Mrs. Zorn.
- Mr. Braz shared that the Library will no longer sell postage stamps.
- Mr. Braz shared that he will be attending New Director Training (a NJ State Library offering) in February.

**Adjournment**
A motion was made to adjourn the meeting at 8:35 PM.
Motion: John Willard
Second: Denise Kusic
Approval: Unanimous

Prepared and submitted for approval by: