North Brunswick Public Library
Board of Trustees Meeting Minutes
March 20, 2019

Location
Library Conference Room

Attendance
Trustees: Matt Almeida, Christine Braccino, Kathy Goundrey, Alberta Paladino, Ann Rosenzweig, Bruce Trattler, John Willard

Trustees Not Present: Denise Kusic, Mayor Mac Womack
Township Council Representative: Dr. William Lopez (not present)

Library Director: Zoltan Braz (present)

At 7:01 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.

Minutes of January 16, 2019 Board of Trustees Meeting
A motion was made to approve the minutes of the January Board Meeting.
Motion: Kathy Goundrey
Second: Matt Almeida
Approval: Unanimous
(Note: February Board Meeting was cancelled due to inclement weather.)

Correspondence
One letter was received. Local non-profit organization, Women Aware, thanked the Library for a donation of knitting and book items.

Payment of Bills
Due to inclement weather, the Board did not meet in February to approve the payment of bills. The Board executed email approval of a temporary resolution to pay February bills. The approval for payment of February bills was affirmed at this meeting.
Motion: John Willard
Second: Kathy Goundrey
Approval: Unanimous

A motion was made to approve the payment of March bills.
Motion: Alberta Paladino  
Second: Kathy Goundrey  
Approval: Unanimous

**Treasurer’s Report**  
Report submitted by Ms. Kusic, Treasurer, and included in Board Package for review. No items were highlighted.

**Statistical Report**  
Report submitted by Mr. Braz and included in the Board Package for review. Items highlighted -

- The Library has subscribed to Kanopy, on-demand streaming video platform for public libraries and educational institutions. It has been available for about 2-3 weeks and has had 563 unique site visits and 96 selections have been played. To use this new free Library service, a library card is required to sign-up.
- Books circulation has increased; DVD and CD circulation continues to decrease.
- In the Statistical Report, Mr. Braz has added additional statistics including Visitor Pass usage, Volunteers and Volunteer Hours. The materials category Computer Software was removed.

**Director’s Report**  
Report submitted by Mr. Braz and included in the Board Package for review. Mr. Braz shared highlights from his February and March Reports -

- Updates on the Library’s Strategic Plan –
  - Job descriptions and performance evaluations are almost complete.
  - One grant application related to graphic novels has been submitted. Another grant application related to improving the library grounds is being worked on. Improvements being considered are outside seating and light exercise equipment.
  - Mr. Braz and Librarian, Ryan Miller, participated in Judd School’s Literacy Night. They shared information about the Library’s services and had 12 new library card sign-ups. They are planning to participate in other Township schools’ Literacy events too.
  - In April, Mr. Braz will provide the Board a first quarter summary of the progress on each of the Strategic Plan’s goals.
- A Homebound Delivery Service is being relaunched to deliver Library items such as books and DVDs to patrons who are temporarily or permanently disabled and unable to visit the Library.
A new brochure has been developed for patrons to sign-up for the service. To inform patrons of the service, brochures are being shared with groups such as the Township’s Senior Center and Meals on Wheels.

- The recent bulk old magazine sale resulted in about $275 for the Library.

**Committees’ Reports**

**Personnel and Salary**
- Ms. Paladino indicated that she and Mr. Trattler have provided Mr. Braz his Library Director 6 month performance evaluation.
- Mr. Braz indicated that there are two job descriptions and related performance evaluations to be completed.
- There is an open position for a part-time Library Assistant available due to a recent promotion.

**Contract Negotiations**

Mr. Braz shared that this process will begin some time in April.

**Budget and Finance**

Mr. Braz shared that the 2020 budget process will begin some time in April.

**Building and Grounds**

Mr. Braz shared that his office computer ceased operating and had to be repaired. A specific software for the Library’s keyless entry had to be reinstalled. The Library computers are old and mostly have Windows 7 operating system. New computers may need to be purchased in the future, and Mr. Braz will follow-up and research.

Mr. Braz shared with the Board that a Library staff member has requested that one of the employee parking spots be changed to handicap parking. Board supported moving forward with this request.

**Friends of the Library**
- Focus is on preparing for annual book sale held the first weekend of May.
- The Annual Meeting of the Friends, Foundation and Board will be on April 10, 2019 at 7:00 PM.

**Fundraising**

Ms. Braccino and Ms. Rosenzweig updated the Board that the Library Foundation Board met in February. A Fundraising Committee and a Public Relations Committee for the Foundation were formed and met on 3/13/19.
to begin discussions on fundraising options and updating the Foundation Donation Brochure.

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. The latest update from the NJ State Library is that funding from the Construction Bond may begin in 11-12 months, and the application may be available in August to libraries.

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 late fines. Ms. Braccino and Mr. Braz followed up to identify how to address and resolve these late fines. Based on their follow-up, the Board agreed that -
- Collection procedures are not needed at this time with the patrons
- The fines will continue to be tracked and monitored
- The Library circulation desk staff will continue to remind patrons of late fines and that their library card will be blocked from use if the late fines accumulate to $5.00 or more.

New Business
- Time Clock Policy – new policy
  o Motion: Alberta Paladino
  o Second: John Willard
  o Approval: Unanimous

- Exam Proctoring Policy – updates to policy
  o Motion: Ann Rosenzweig
  o Second: John Willard
  o Approval: Unanimous

- Fernando Zabala Resolution (original Board approved 10/17/18) – Mr. Braz requested extending resolution for 60 days to await update from Mr. Zabala about his leave of absence. Board approved extension; one Board Member, John Willard, abstained his vote.
Public Hearing
Public comments about items discussed by Board and Mr. Braz were:
- Re: the employee handicap parking spot requested (see Building & Grounds), there might need to be a sidewalk ramp installed also. Mr. Braz will follow-up on this.
- Re: Exercise equipment in grant application (see Director’s Report), there may be liability with any exercise equipment installed on the outside grounds of the Library. Mr. Braz will follow-up on this.

Announcements
Mr. Braz shared the following –
- Library Link NJ will be able to continue inter-library deliveries for another year.
- There is a Trustee continuing education class available on June 15, 2019.
- Trustee annual financial disclosure statement will be available soon for filing in April.

Adjournment
A motion was made to adjourn the meeting at 9:06 PM.
Motion: Kathy Goundrey
Second: John Willard
Approval: Unanimous

Prepared and Submitted for Approval by:
Christine Braccino, Secretary