

East Brunswick Public Library  
Board of Trustees Meeting  
June 16, 2020

Attendees:

Deborah Cornavaca, President  
Mary Pan, Vice President  
Arti Punjabi, Treasurer (Arr. 7:30)  
Patricia Palumbo, Secretary  
Mayor Brad Cohen  
Dr. Ken Freedman (Arr. 7:15)  
Kathy Spadafino (Arr. 7:12)  
Nicole Tibbetts

Melissa Kuzma, Interim Library Director  
Daragh McAuley, Exec. Administrative Ass't.  
Karen Karnchanapee, Pres., Friends of the Library  
Angel Albanese, CFO, East Brunswick Township  
Aaron Pickett, Youth Services Manager  
Melissa Hozik, Adult Programming Librarian  
Wayne Christie  
Alicia Abrams  
Jen Fitzgerald

Note: The meeting was held via Zoom conference.

Ms. Cornavaca called the meeting to order at 7:04 pm. A roll call was made and a quorum was present. Ms. Cornavaca stated that the meeting was advertised and the open public meeting act requirements were met.

**Agenda:**

Mayor Cohen made a motion to approve the June 16, 2020 agenda. Ms. Cornavaca seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Ms. Palumbo, Ms. Pan and Ms. Tibbetts. Voting no: none.

**Minutes of May 19, 2020:**

Ms. Cornavaca made a motion to approve the minutes of May 19, 2020. Ms. Tibbetts seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Ms. Palumbo, Ms. Pan and Ms. Tibbetts. Voting no: None. There were no matters arising from these minutes.

**Public Participation:**

Karen Karnchanapee, President of the Friends of the Library reported that the East Brunswick Strong t-shirt sale is going strong, with over 140 sold to date. The Friends awarded 2 scholarships to 2 deserving EBHS Seniors. The fundraising committee is working on some virtual events. Ms. Karnchanapee thanked Chris Barnes for all of his help advertising their events. The fate of the book sale remains uncertain.

Wayne Christie reported that the Trustee Training Institute is cancelled, but a virtual version of it may be held.

Ms. Pan reported that the Foundation met and they are working on sending a letter to their donors.

Ms. Albanese mentioned that the Library has some legacy accounts that she would like to discuss with the Board and Board treasurer, to possibly use to make up for the budget shortfall this year. She would like to see more transparency with the board. Ms. Cornavaca said that this can be added as an agenda item next month, and Mayor Cohen said that he would like to see the amounts in these accounts be reported to the board each month.

Mayor Cohen reported that the biggest issue currently for the Township is the revenue shortfall they are experiencing this year. They are working on safety protocols for the township staff. He also said that he is proud of the youth who put together a successful protest march last week at the municipal complex.

### **Treasurers Report:**

Ms. Cornavaca asked that a note be added to the monthly statistics report indicating the dates of the library closure. Mayor Cohen made a motion to approve the June 1 and 17, 2020 bill lists. Ms. Pan seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

### **Correspondence:**

There is no correspondence.

### **Reports of Standing and Special Committees:**

No committees met.

### **Director's Report:**

Ms. Kuzma gave the highlights of the re-opening plan. She also reported that she submitted the Construction Bond application, one of 133 libraries in the state to do so. She reported that all programs are virtual, and many YouTube videos have been created. Digital circulation is up, and the virtual summer reading program is being kicked off next week. The time capsule project has been launched and many submissions have been received.

### **New Business:**

#### *A. Library Staff Vacation Carryover*

Ms. Cornavaca reported that staff currently can carryover 1 week of vacation time from one year to the next. Since it is already mid-June, and most staff have taken little or no vacation time, it was proposed to allow 2 weeks to be carried over. Mayor Cohen recommended keeping the policy as is, since this would push a greater financial liability into 2021, and it is predicted that budgets will be tighter next year. Ms. Cornavaca felt that this would create potential staffing

issues if staff is not allowed additional carryover. Ms. Cornavaca made a motion to allow staff to carry over an additional 3 days of vacation time into 2021. Mayor Cohen seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*B. Temporary Waiving of Fees and Fines*

Ms. Kuzma proposed that since the library is only doing curbside pickup at this time, it would facilitate the process by not collecting fees and fines at the curb. Ms. Cornavaca made a motion to approve the temporary waiving of fees and fines until such time that the public is allowed into the building. Dr. Freedman seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*C. TOPCATS Best Practices for Re-opening New Jersey Libraries*

Ms. Kuzma included this document for the Board's information, and to show them that the Library is following the practices of other libraries around the state.

*D. Resolution #10,752 Movement of Funds to Fund Balance*

Resolution #10,752  
**Movement of Funds to Fund Balance**

WHEREAS, the East Brunswick Public Library is facing a \$600,000 budget cut and expected decrease in revenue due to the library's closure during the Coronavirus pandemic; and

WHEREAS, the library would like to move funds out of restricted reserve accounts into Fund Balance; and

NOW THEREFORE BE IT RESOLVED that the East Brunswick Library Board of Trustees authorizes the following transfers:

- \$20,000 from account #8 20 249 55 000 001 (Strategic Planning Fund)
- \$50,000 from account #8 20 249 55 000 002 (Building Reserve Fund)
- \$50,000 from account #8 20 249 55 000 004 (Sick Leave Reserve)
- \$160,000 from account #8 20 249 55 000 005 (Info Tech Reserve Fund)
- \$45,000 from account #8 20 249 55 000 007 (Car/Vehicle Reserve Fund)
- \$325,000 to account #8 20 400 65 000 000 (Fund Balance)

Ms. Kuzma proposed the above resolution to help with the 2020 budget gap. Mayor Cohen recommended that the Board wait until they see what are in the legacy accounts as that money could possibly be used instead. Ms. Cornavaca made a motion to defer a vote on this until next month. Mayor Cohen seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

*E. Equity inclusion/BLM*

Ms. Cornavaca reported that the library issued a strong statement on inclusion. Ms. Pan praised the library for all of the information that was posted on the website. Ms. Cornavaca asked the Board to send her any suggestions or questions on this topic. There was no vote required or taken on this subject.

*F. Resolution #10,753 Closed Session*

Resolution #10,753

**Executive Session**

WHEREAS, the Open Public Meetings Act, P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Board of Trustees wish to move to executive session to discuss the following matters:

**Library Director Search**

WHEREAS, minutes will be taken during the closed session and once the confidential matter has been resolved, then the minutes will be made available to the public;

NOW THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board of Trustees will hereby move to closed session and that the public will be excluded from this meeting in accordance with the Open Public Meetings Act.

Ms. Cornavaca moved to approve the above resolution. Ms. Spadafino seconded. Voting yes: Mayor Cohen, Ms. Cornavaca, Dr. Freedman, Ms. Palumbo, Ms. Pan, Ms. Punjabi, Ms. Spadafino and Ms. Tibbetts. Voting no: None.

The Board moved into closed session at 7:58 pm.

The Board returned to open session at 8:25 pm.

**Information Items:**

Ms. Kuzma encouraged the Board to read the information item attached to the board packet.

Ms. Pan asked the Board to share any interesting informational items that they may come across.

Mayor Cohen made a motion to adjourn at 8:30 pm. Ms. Spadafino seconded.