

East Brunswick Public Library
Board of Trustees Meeting
September 24, 2024

Attendees:

Otu Amankwah
Wayne Christie
Dr. Kenneth Freedman
Lisa Gurevich
Joseph Palombit
Colleen Talbot

Karen Parry, Interim Library Director
Maria Carmelo, Exec. Admin. Assistant

Mr. Amankwah called the meeting to order at 7:07 pm. A roll call was made and a quorum was present. Mr. Amankwah stated that the meeting was advertised and the Open Public Meetings Act requirements were met.

All rose for the Pledge of Allegiance.

Minutes of July 16, 2024:

Dr. Freedman made a motion to approve the minutes of the July 16, 2024 meeting. Mr. Palombit seconded. Voting yes: Mr. Amankwah, Dr. Freedman, Ms. Gurevich, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: Mr. Christie.

Closed Session Minutes of July 16, 2024:

Dr. Freedman made a motion to approve the closed session minutes of the July 16, 2024 meeting. Ms. Talbot seconded. Voting yes: Mr. Amankwah, Dr. Freedman, Ms. Gurevich, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: Mr. Christie.

Minutes of July 30, 2024 Special Meeting:

Dr. Freedman made a motion to approve the minutes of the July 30, 2024 special meeting. Ms. Talbot seconded. Voting yes: Mr. Amankwah, Mr. Christie, Dr. Freedman, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: Ms. Gurevich.

Closed Session Minutes of July 30, 2024 Special Meeting:

Ms. Talbot made a motion to approve the closed session minutes of the July 30, 2024 special meeting. Mr. Palombit seconded. Voting yes: Mr. Amankwah, Mr. Christie, Dr. Freedman, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: Ms. Gurevich.

Public Participation:

Myer Kodsky presented the Teen Report. The Teen Summer Reading Program was a huge success with 68 participants. 200 teens participating in various summer programs. The Teen Library Connection (TLC) had its first meeting since 2019. 11 Tag members planned and ran

programs such as Community Open Mic on July 20th. A total of 139 volunteers helped plan other programs such as Talls and Smalls, Teen & Tween Tie Dye Party and Bake Club.

Ms. LeSeur Presented the Friends Report. The Friends had a busy late summer, hosting Bunco at the VFW on August 23rd, raising \$390.00. The Friends will be planning another Bunco night soon. The Friends raised \$465.00 at the Pop Up Bling Sale held at St. Bart's and \$2,000.00 from the display case at the library. Over 5 tons of clothing were collected at the Clothing Drive, raising a total of \$2,778.00. The donated clothing is being distributed to people in need. The Friends next meeting will be on October 10th, the annual Book Sale will be held at Brunswick Square Mall from October 14th through October 20th and the second Hand Made Craft Fair is scheduled for Sunday, November 10th with 35 vendors signed up. This year, vendors will be spread out throughout the library as well as in the meeting rooms. On Wednesday, November 13th, the Friends will be hosting a special program: "Sir George Martin and the Beatles Abbey Road Medley" with Dr. Kenneth Womack, a Professor of English and Popular Music at Monmouth University and author and editor of many books devoted to the stories of the Beatles, the band's producer, George Martin and road manager, Mal Evans. Finally, the Friends are excited to announce that they have allocated \$50,000.00 to the library for 2025!

There was no Foundation Report.

Colleen Talbot presented the Township Report. East Brunswick Day is scheduled for Sunday, October 6th at the Community Arts Center, where the township's Mental Health Taskforce will have a table focusing on the new campaign "Mental Health is Health". The flyer for the campaign contains a QR code which connects people with mental health resources. This year's Mayor's Gala will be held on Tuesday, December 3rd at Park Chateau.

There was no School District Report.

There were no public comments.

Financial Report:

Ms. Parry reported no major changes in the Financial Report. The budget summary shows that the library is on target percentage wise at this point of the year.

Ms. Gurevich made a motion to approve the July 17, 2024 bill list. Dr. Freedman seconded. Voting yes: Mr. Amankwah, Dr. Freedman, Ms. Gurevich, Mr. Palombit and Ms. Talbot. Voting no: None. Abstaining: None.

Correspondence:

There was no correspondence.

Reports of Standing and Special Committees:

There were no reports of standing or special committee reports.

Director’s Report:

Ms. Parry presented the Director’s Reports for July and August. Congratulations are in order for Adult Services Librarian Melissa Hozik, who will be accepting an award **ANJEC 2024 Environmental Achievement Award** for the East Brunswick Public Library this Friday in recognition of her outstanding work on projects that benefit the local environment. The library has seen the largest number of traffic in July since CoVid with 22,794 visitors. Ms. Parry will be working with the township in hosting a job fair at the library on October 25th. The job fair will help connect job seekers with prospective employers. In August the library has welcomed Accessibility Librarian, Karen Geist. Karen is passionate about serving vulnerable populations including children and adults with autism and other disabilities and veterans as well as the LGBTQ community. A job posting for Youth Services Manager has been advertised with an updated job description. The Youth Services Manager will be the face of the Department, doing outreach with schools and parent groups as well as other departments and organizations. Applications for the Youth Services Manager position are being accepted through October 9th. Welcoming Week was a huge success, bringing in many attendees for various international programs, such as Russian and Arabic Story Hours, Egyptian Paper Making, and a program about managing diabetes in Mandarin. A “Welcome” banner is being displayed in the lobby of the library in many different languages and the library has composed a list of staff members who speak foreign languages that are available to help non-English speaking patrons.

Mr. Christie made a motion to approve the July and August 2024 Director’s Reports. Mr. Palombit seconded. Voting yes: Mr. Amankwah, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: None.

Old Business:

There was no old business.

New Business:

Resolution #10,868

Acceptance of the 2023 Audit of Library Accounts

WHEREAS, NJS A 40A:5-4 requires that the Board of Trustees appoint a registered municipal accountant to audit the Library’s financial records; and

WHEREAS, PKF O’Connor Davies, LLP performed the audit for the year ending December 31, 2023 and submitted the report on July 22, 2024.

NOW THEREFORE BE IT RESOLVED that the East Brunswick Public Library Board of Trustees accepts the audit report from PKF O’Connor Davies, LLP.

Mr. Christie made a motion to approve Resolution #10,868 – Acceptance of the 2023 Audit of Library Accounts. Ms. Talbot seconded. Voting yes: Mr. Amankwah, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: None.

Resolution #10,869

**Authorization of the East Brunswick Public Library
to accept and enter into an Employment Agreement**

WHEREAS, the East Brunswick Public Library had a vacancy for the position of Library Director; and

WHEREAS, Ms. Parry and the Library Board of Trustees negotiated an Employment Agreement which sets forth the terms and conditions of employment for the position of Library Director; and

WHEREAS, Ms. Parry executed the Employment Agreement on August 15, 2024; and

WHEREAS, the Library Board of Trustees of the East Brunswick Public Library have reviewed and agree to the Employment Agreement which is attached hereto as Exhibit A; and

NOW, THEREFORE BE IT RESOLVED, by the Library Board of Trustees of the East Brunswick Public Library, County of Middlesex, State of New Jersey, as follows:

1. The East Brunswick Public Library hereby accepts and agrees to the Employment Agreement executed by Ms. Parry on August 15, 2024.
2. The Library Board President is hereby authorized and directed to execute the Employment Agreement.
3. This resolution shall take effect immediately.

Mr. Christie made a motion to approve Resolution #10,868 – Acceptance of the 2023 Audit of Library Accounts. Mr. Palombit seconded. Voting yes: Mr. Amankwah, Mr. Christie, Dr. Freedman, Ms. Gurevich, Mr. Palombit, and Ms. Talbot. Voting no: None. Abstaining: None.

Information Items:

There were no information items.

Adjournment:

There being no further business, Dr. Freedman made a motion to adjourn at 8:40 pm. Mr. Palombit seconded. The motion was unanimously approved.

Respectfully submitted,
Mr. Wayne Christie, Secretary