

LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, May 25, 2016

President Nabil Choueiri (NBC) called the meeting to order at 5:31 p.m.

Pledge of Allegiance

It was noted that the meeting was being held in compliance with the **Open Public Meetings Act**.

Roll Call:

Damion Summerer	<i>present</i>	Agnes Kulu-Banya	<i>present</i>	Karen Schubert-Ramirez	<i>present</i>
Janet Walton	<i>absent (ill)</i>	Nicholas Ciampa	<i>present</i>	Nabil Choueiri (NBC)	<i>present</i>
Iris Kislin	<i>present</i>	Mayor Kramer	<i>present</i>		
January Adams	<i>present</i>				

Iris motioned to open the meeting to the public. Damion seconded and all were in favor. William Bowman, editor of the *Franklin Times & Advocate*, was present but did not speak.

Damion motioned to close the meeting to the public, Iris seconded and all were in favor.

NBC stated that hearing no corrections, the minutes from the following meetings were accepted:

- Apr 27, 2016 regular meeting
- May 2, 2016 special meeting
- May 2, 2016 executive session
- May 13, 2016 special meeting
- May 13, 2016 executive session

President's Report:

NBC stated that he wanted to clarify and remind board members that only the board as a whole can give assignments to the Director. It is functionally disruptive and therefore inappropriate for individual board members to give the Director assignments. In addition, the board should not give instructions to staff members other than through the Director, as that is the responsibility of the Director. NBC added that this is also the how the township council operates.

Director's Report:

January presented the financial reports of the **Director's report** for the month of April. The financial reports were filed for audit.

January highlighted various aspects of the narrative section of her monthly report. She noted that:

- One thousand, six hundred and fifteen people had attended 101 programs offered by the library and the branch during the past month.
- The volunteer arm of the AARP had processed 438 tax returns at its free tax preparation site at the library during tax season. This was an increase of 15%.
- One of the library's 101 programs revolved around the library's Native American artifacts. These artifacts have been donated over the years and an archeologist has volunteered to help staff identify and label them.
- Roof top unit #3, which supplies heating and cooling to the left hand side of the Gallery, has died and will need to be replaced. Since it is such a large expense, it will need to go out to bid.

Correspondence:

Email from a long-time patron commending the Outreach & Program Librarian for her “exemplary passion and zeal” and her “outstanding choices of programs and artists.”

Old Business:

Book drop: Board members expressed their happiness that the township, thanks to the Mayor’s efforts, would be creating two “two minute” parking spots in front of the library for patrons to drop off materials in the book drop.

Televising board meetings: Nick distributed information from the township’s IT department enumerating the costs of televising library board meetings from the library. Iris reported that she had spoken to the owner of a Franklin AV business who had suggested that the library contact the high school’s media department and ask if a student could film library board meetings. These would not be broadcast live, but made available as soon as possible after the meeting. NBC added that the students do a very professional job and that he would contact the principal of the school to find out more information.

Telephone system: The Mayor reported that he had learned that there would be a one-time cost of \$33,000 to implement the addition of the library to the township’s phone system. This would include cabling between the municipal building and the library and new phones. The library would be able to keep its current phone numbers. The township would offer the library a three or four year payback to cover these costs and the Mayor will do everything he can to save the library money. The board will wait for further information before making a decision. The library currently pays about \$9600 per year for phone service from AT&T and Verizon.

Iris volunteered to look into forming a Friends group. Nick offered to help.

New Business:

A resident had requested via a board member that the branch carry more books on CDs. January will handle this.

Agnes stated that she had heard from a resident who was very happy to have the Franklin Park branch within walking distance.

January stated that Unity Bank had offered to increase the interest rate on the board’s reserve account to 1% for one year. The board agreed to this change.

The following resolution was presented:

WHEREAS, Section 8 of the open Public Meetings Act, (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the Public from a meeting under certain circumstances; and

WHEREAS, the Franklin Township Public Library Board of Trustees is of the opinion that such circumstances do exist;

NOW, THEREFORE, BE IT RESOLVED by the Franklin Township Public Library Board of Trustees in the County of Somerset, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matters:
2. The general nature of the subject matter to be discussed is as follows:
 - a) Contract negotiations for the Franklin Park branch
3. The Franklin Township Public Library Board of Trustees may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This resolution shall take effect immediately.

The aforesaid resolution was moved by Damion and seconded by Iris. All were in favor and the board adjourned into Executive Session at 6:05 p.m.

The group returned from executive session at 6:34. During executive session members discussed property opportunities for the southern and northern branch, and property contract negotiations. Iris motioned to make a counter offer of keeping the length of the lease as per the last offer of May 20 but increasing the rent to \$2.50 a square foot above the May 20 offer. The extension would be 2% above that.

Roll call vote:

Damion Summerer	<i>yes</i>	Agnes Kulu-Banya	<i>yes</i>	Karen Schubert-Ramirez	<i>yes</i>
Nicholas Ciampa	<i>yes</i>	Nabil Choueiri (NBC)	<i>yes</i>	Iris Kislin	<i>yes</i>

In the event further negotiations became necessary, Iris motioned to authorize the library's attorney to increase the library's offer by no more than \$3.50 a square foot above the previous offer of May 20 and then no more than 3% above that for any extensions. NBC seconded.

Roll call vote:

Damion Summerer	<i>yes</i>	Agnes Kulu-Banya	<i>yes</i>	Karen Schubert-Ramirez	<i>yes</i>
Nicholas Ciampa	<i>yes</i>	Nabil Choueiri (NBC)	<i>yes</i>	Iris Kislin	<i>no</i>

The next meeting will be June 22, 2016

Damion motioned to adjourn the meeting. Agnes seconded. All were in favor and the meeting was adjourned at 6:35 p.m.

January Adams
Director of Library Services