
From: Michael Bobish
Sent: Thursday, December 1, 2022 11:47 AM
To: Catherine Adamo
Cc: Karen Parry; Stephanie Filippone; Catherine Adamo; John Arthur
Subject: RE: Air Purifiers Installed in Building

Hi Cathy,

Thank you for sharing your concerns. I'm also hopeful that the air purifiers and KN95 masks will help the situation, but please let me know if that isn't the case. I'll ask the builder about the radio the next time I see him, but unfortunately some loud talking is probably going to happen while construction work is going on. And yes, I will make sure the public desk staff gets masks when they arrive; we ordered 1,000, so there will be plenty to go around.

Please continue to keep me posted on things.

Thanks again!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Catherine Adamo](#)
Sent: Thursday, December 1, 2022 11:35 AM
To: [Michael Bobish](#)
Cc: [Karen Parry](#); [Stephanie Filippone](#); [Catherine Adamo](#)
Subject: RE: Air Purifiers Installed in Building

Hi Mike,

I've been keeping a little diary of the time I've been at the information desk. Every shift I've gotten a headache and experienced a weird taste in my mouth and minor throat irritation. My symptoms subsided after I'd been away from the library for 4 or 5 hours.

Coworkers coming to talk to us at the desk complained of a smell, or fumes. My sense of smell is diminished, so I didn't experience that, but, even with double masking, I felt the fumes in my throat and sinuses.

Yesterday at the desk my eye was watering—maybe from fumes? We didn't hear much activity in the construction area, but my deskmate and I both had throat irritation and headache.

Hopefully the air purifiers will help with the adverse conditions.

By the way, the construction workers sometimes talk loudly and play a radio loudly, which is disturbing to staff and library users.

Will those of us at the public desks be able to have a supply of the masks when they arrive?

Thanks,

Cathy

Catherine L. Adamo

Collection Development Librarian
East Brunswick Public Library

732.390.6772
xxxxxx@xxxx.xxx



From: Michael Bobish <mbobish@EBPL.org>
Sent: Thursday, December 1, 2022 11:25 AM
To: All Library Staff <AllLibraryStaff@EBPL.org>
Subject: Air Purifiers Installed in Building

Hi all,

Our Township partners have installed air purifiers in areas of the building impacted by the renovation project:

- Two industrial strength air purifiers are at the Children's Room renovation site.
- One ionic air purifier is at the Information Services Desk
- An additional ionic air purifier is at the Circulation Desk

In addition, I've authorized the purchase of many additional KN95 masks for our staff. Once they are delivered, we will distribute them to department managers and supervisors, who can give them out to employees who ask for them.

Please continue to keep me posted on conditions in the building throughout the duration of this renovation project.

Many thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

East Brunswick Public Library

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This message is confidential.

From: Michael Bobish
Sent: Monday, December 12, 2022 9:34 AM
To: Daragh McAuley
Subject: RE: Possible Air Filter for Staff Use

Thanks, Daragh. All of that sounds great. I hope you're enjoying your trip!

-Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Daragh McAuley](#)
Sent: Friday, December 9, 2022 11:53 AM
To: [Michael Bobish](#)
Subject: RE: Possible Air Filter for Staff Use

I placed the order for 5 systems. They should come in next week. They already come with filters, so after speaking with John, I decided not to order extra ones. If you want me to, I can always do it when I get back from vacation. Please let me know.

Daragh

From: Michael Bobish <mbobish@EBPL.org>
Sent: Friday, December 9, 2022 11:26 AM
To: Daragh McAuley <dmcauley@EBPL.org>
Subject: FW: Possible Air Filter for Staff Use

Hi Daragh,

Please see the links in the email thread below. Can you please order five of these filtration systems, along with their accompanying filters, using the Maintenance budget line?

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library

(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [John Arthur](#)
Sent: Thursday, December 8, 2022 8:34 PM
To: [Michael Bobish](#)
Subject: Re: Possible Air Filter for Staff Use

Yes, please order them. Maintenance is \$7,500 over budget as of now. Do you know what else you'd like to spend?

John Arthur
(he/him/his)
Library Director
East Brunswick Public Library
(732)390-6783
xxxxxxx@xxxx.xxx

From: Michael Bobish <mbobish@EBPL.org>
Sent: Thursday, December 8, 2022 4:59 PM
To: John Arthur <jarthur@EBPL.org>
Subject: Possible Air Filter for Staff Use

Hi John,

What do you think about ordering [a few of these](#) for the staff? It has the [highest ranking by the NY Times](#), and it's on sale at Amazon. It also uses HEPA-rated filters.

To that effect, how much is left in my Maintenance budget to play with? I'd like to finalize a few orders before the end of the year.

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

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This message is confidential.

From: Michael Bobish
Sent: Thursday, December 1, 2022 9:20 AM
To: Sadé Green-Puik
Cc: Nels Peterson
Subject: RE: air purifier

Hi Sadé,

That's definitely a Maintenance thing. I'm CC'ing Nels on this message so he can look into it.

Thanks,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Sadé Green-Puik](#)
Sent: Thursday, December 1, 2022 9:18 AM
To: [Michael Bobish](#)
Subject: FW: air purifier

Hi Mike,

I actually don't know who to direct this to. Maintenance? Daragh?

Best,

-Sadé

Sadé Green-Puik
Youth Services Manager
East Brunswick Public Library
732.390.6766
sgreenpuik@ebpl.org

From: Suzanne Klein <SKlein@EBPL.org>
Sent: Wednesday, November 30, 2022 1:48 PM
To: Sadé Green-Puik <sgreenpuik@EBPL.org>
Subject: air purifier

Hi, Sadé –

The air purifier that's in the YS office was placed there when we reopened to staff during COVID in 2020. I'm not positive, but I don't think the filter has ever been changed. The manufacturer's recommendation is to change the filter every 6 months and clean the PM2.5 sensor at the same time. Can we ask Maintenance to take care of this? Especially given our current situation, it would be reassuring to know that it's working to the best of its ability.

Here's the manual: <https://cdn.shopify.com/s/files/1/1411/0758/files/User-Manual-KJ150F-C02-Purifier-2018-v1.4.pdf?v=1607020245>

Thanks!
Suzanne

Suzanne M. Klein, MLS (she/her)
Youth Services/Consumer Health Librarian
East Brunswick Public Library
732-390-6789

East Brunswick Public Library

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East Brunswick NJ 08816
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This message is confidential.

From: Michael Bobish

Sent: Wednesday, November 30, 2022 2:40 PM

To: mdixon@eastbrunswick.org; Ascend Constuction; kkippp@eastbrunswick.org

Cc: John Arthur

Subject: Air Quality Issues Reported by Library Staff

Importance: High

Hi all,

Today, I received two separate reports of health problems from employees working in our Circulation and Information Services departments. Both employees had similar symptoms, but with varying degrees of intensity. They complained of irritation or scratchiness in their throats, and in one case, coughing and wheezing. Both employees felt that the air quality from the renovation project was to blame for the issues.

I'm working with the impacted staff members from a human resources and facilities standpoint, assessing whether we can make accommodations for their reported conditions. However, from your perspective, I need to know if there are any further preventative steps we can take to improve the air quality on the customer service floor. Some suggestions we could investigate include:

- Tarping off the entirety of the Children's Room from floor to ceiling.
- Tarping off the Information Services Department entirely and placing them at the front of the building temporarily.

Any additional fixes you could recommend and/or implement would be appreciated.

Also, would it be possible to test the air quality in the main area of the building? That way, at least we could present our staff with data showing that conditions are safe within the building.

Please report back to me ASAP.

Thanks!

Mike @ EBPL

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: John Arthur
Sent: Tuesday, November 22, 2022 4:17 PM
To: Michael Dixon; Keith Kipp
Cc: Michael Bobish
Subject: Re: Ascend Construction - Problems

Thanks for following up, it looks like they took care of most or all of it.

John Arthur
(he/him/his)
Library Director
East Brunswick Public Library
(732)390-6783
xxxxxxx@xxxx.xxx

From: Michael Dixon <MDixon@eastbrunswick.org>
Sent: Tuesday, November 22, 2022 1:39 PM
To: John Arthur <jarthur@EBPL.org>; Keith Kipp <kkipp@eastbrunswick.org>
Cc: Michael Bobish <mbobish@EBPL.org>
Subject: RE: Ascend Construction - Problems

Caution: This email originated from outside of The East Brunswick Public Library. Do not click links or open attachments unless you recognize the sender and know the content is safe.

John, I spoke to Christian about covering the bookcases, and leaving them covered until the project is completed.

I also spoke to him about hanging the dust curtain we spoke about near the information services area. He said he will do it once they begin working on that side of the door.

Michael Dixon

Project Manager
Department of Planning & Engineering
Township of East Brunswick
4 Harts Lane
East Brunswick, NJ 08816
732-390-6870

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communications are considered a public record and are subject to publication and/or dissemination to the public upon request

From: John Arthur <jarthur@EBPL.org>
Sent: Tuesday, November 22, 2022 1:36 PM
To: Keith Kipp <kkipp@eastbrunswick.org>; Michael Dixon <MDixon@eastbrunswick.org>
Cc: Michael Bobish <mbobish@EBPL.org>
Subject: Re: Ascend Construction - Problems

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

They started putting a few sheets up on the bookshelves, but I also went to Home Depot and I'm putting some up myself, particularly between our Information Services department and teen area.

John Arthur
(he/him/his)
Library Director
East Brunswick Public Library
(732)390-6783
xxxxxxx@xxxx.xxx

From: John Arthur
Sent: Tuesday, November 22, 2022 10:37 AM
To: Keith Kipp <kkipp@eastbrunswick.org>; mdixon@eastbrunswick.org <mdixon@eastbrunswick.org>
Cc: Michael Bobish <mbobish@EBPL.org>
Subject: Ascend Construction - Problems

Hi Keith and Mike,

We are having many issues with Ascend Construction not honoring things they agreed to do already.

For example, they have on at least 5 occasions told us they would be wrapping/covering our bookshelves prior to commencing with work and they have not done so. I asked multiple times yesterday and each time they said they would do it "soon" and failed to do so. Library administration is receiving dozens of complaints from library staff. There are hundreds of thousands of dollars worth of books in that room.

Perhaps more importantly, they assured us they would put up plastic between the Information Services desk and the teen area. They have failed to do so. They have repeatedly said they would, including this morning when they told Michael Bobish it would be done "in an hour." It's been longer than an hour, and it's still not done.

The library staff are looking to me and Mike Bobish for action on these items.

Ascend agreed to these things on multiple occasions, including our walkthrough on Friday, November 18, and repeatedly yesterday.

I'm sorry to bring this to you so early in the project, but I hope it can be resolved soon.

I am working from 12:30 p.m. until 8:30 p.m. today. Mike Bobish is there now.

Please let me know if you have any questions or if there is anything else we can do.

Best,

John Arthur
(he/him/his)
Library Director
East Brunswick Public Library
(732)390-6783
xxxxxxx@xxxx.xxx

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This message is confidential.

From: Michael Bobish
Sent: Thursday, December 8, 2022 11:56 AM
To: Carlos Ramos
Cc: Karen Parry; Nels Peterson
Subject: Daily Copier and Scanner Dusting

Hi Carlos,

Can you please dust the photocopier and scanner daily in the IS Department throughout the duration of the renovation project? The staff there are noticing an excess amount of dust on it daily, likely due to the construction.

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: Michael Bobish
Sent: Friday, December 9, 2022 10:20 AM
To: Daragh McAuley
Subject: Letter Request

Hi Daragh,

Can you send me electronic copies of the letters you sent Phil and Sade yesterday?

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

Air Quality Issues Reported by Library Staff

Michael Bobish <mbobish@EBPL.org>

Wed 11/30/2022 2:40 PM

To: mdixon@eastbrunswick.org <mdixon@eastbrunswick.org>; Ascend Constuction
<ascend95@aol.com>; kkippp@eastbrunswick.org <kkippp@eastbrunswick.org>

Cc: John Arthur <jarthur@EBPL.org>

Hi all,

Today, I received two separate reports of health problems from employees working in our Circulation and Information Services departments. Both employees had similar symptoms, but with varying degrees of intensity. They complained of irritation or scratchiness in their throats, and in one case, coughing and wheezing. Both employees felt that the air quality from the renovation project was to blame for the issues.

I'm working with the impacted staff members from a human resources and facilities standpoint, assessing whether we can make accommodations for their reported conditions. However, from your perspective, I need to know if there are any further preventative steps we can take to improve the air quality on the customer service floor. Some suggestions we could investigate include:

- Tarping off the entirety of the Children's Room from floor to ceiling.
- Tarping off the Information Services Department entirely and placing them at the front of the building temporarily.

Any additional fixes you could recommend and/or implement would be appreciated.

Also, would it be possible to test the air quality in the main area of the building? That way, at least we could present our staff with data showing that conditions are safe within the building.

Please report back to me ASAP.

Thanks!

Mike @ EBPL

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

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Air Purifiers Installed in Building

Michael Bobish <mbobish@EBPL.org>

Thu 12/1/2022 11:24 AM

To: **All Library Staff** <AllLibraryStaff@EBPL.org>

Hi all,

Our Township partners have installed air purifiers in areas of the building impacted by the renovation project:

- Two industrial strength air purifiers are at the Children's Room renovation site.
- One ionic air purifier is at the Information Services Desk
- An additional ionic air purifier is at the Circulation Desk

In addition, I've authorized the purchase of many additional KN95 masks for our staff. Once they are delivered, we will distribute them to department managers and supervisors, who can give them out to employees who ask for them.

Please continue to keep me posted on conditions in the building throughout the duration of this renovation project.

Many thanks!

Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

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This message is confidential.

RE: Air Purifiers Installed in Building

Michael Bobish <mbobish@EBPL.org>

Thu 12/1/2022 11:47 AM

To: Catherine Adamo <cadamo@EBPL.org>

Cc: Karen Parry <KParry@EBPL.org>; Stephanie Filippone <snye@ebpl.org>; Catherine Adamo <cadamo@EBPL.org>; John Arthur <jarthur@EBPL.org>

Hi Cathy,

Thank you for sharing your concerns. I'm also hopeful that the air purifiers and KN95 masks will help the situation, but please let me know if that isn't the case. I'll ask the builder about the radio the next time I see him, but unfortunately some loud talking is probably going to happen while construction work is going on. And yes, I will make sure the public desk staff gets masks when they arrive; we ordered 1,000, so there will be plenty to go around.

Please continue to keep me posted on things.

Thanks again!

Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Catherine Adamo](#)
Sent: Thursday, December 1, 2022 11:35 AM
To: [Michael Bobish](#)
Cc: [Karen Parry](#); [Stephanie Filippone](#); [Catherine Adamo](#)
Subject: RE: Air Purifiers Installed in Building

Hi Mike,

I've been keeping a little diary of the time I've been at the information desk. Every shift I've gotten a headache and experienced a weird taste in my mouth and minor throat irritation. My symptoms subsided after I'd been away from the library for 4 or 5 hours.

Coworkers coming to talk to us at the desk complained of a smell, or fumes. My sense of smell is diminished, so I didn't experience that, but, even with double masking, I felt the fumes in my throat and sinuses.

Yesterday at the desk my eye was watering—maybe from fumes? We didn't hear much activity in the construction area, but my deskmate and I both had throat irritation and headache.

Hopefully the air purifiers will help with the adverse conditions.

By the way, the construction workers sometimes talk loudly and play a radio loudly, which is disturbing to staff and library users.

Will those of us at the public desks be able to have a supply of the masks when they arrive?

Thanks,

Cathy

Catherine L. Adamo

Collection Development Librarian
East Brunswick Public Library

732.390.6772
cadamo@ebpl.org



From: Michael Bobish <mbobish@EBPL.org>
Sent: Thursday, December 1, 2022 11:25 AM
To: All Library Staff <AllLibraryStaff@EBPL.org>
Subject: Air Purifiers Installed in Building

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Please continue to keep me posted on conditions in the building throughout the duration of this renovation project.

Many thanks!

Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

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RE: Assistance with Air Quality Complaints

Michael Bobish <mbobish@EBPL.org>

Mon 12/12/2022 11:54 AM

To: Philip Maille <pmaille@eastbrunswick.org>

Cc: John Arthur <jarthur@EBPL.org>; Michael Dixon <MDixon@eastbrunswick.org>; Keith Kipp <kkipp@eastbrunswick.org>

Hi Phil,

Thanks for the quick response. We'll try the fixes you recommended, and we'll report back with any necessary follow-up.

Thanks again,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from Mail for Windows 10

From: Philip Maille
Sent: Monday, December 12, 2022 11:27 AM
To: Michael Bobish
Cc: John Arthur; Michael Dixon; Keith Kipp
Subject: RE: Assistance with Air Quality Complaints

Caution: This email originated from outside of The East Brunswick Public Library. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, we have installed two HEPA AirScurbbber machines and tarping any locations under renovations will help. Hvac filter replacement will also help with air quality. The Library has a computer base HVAC control system for different zones. I do not recommend manually closing vents because your air flow should be calibrated to the program you're using. Tarping along with the Air cleaning machines and HVAC filter changes should be very effective.

From: Michael Bobish <mbobish@EBPL.org>
Sent: Monday, December 12, 2022 10:19 AM
To: Philip Maille <pmaille@eastbrunswick.org>
Cc: jarthur <jarthur@ebpl.org>; Michael Dixon <MDixon@eastbrunswick.org>; Keith Kipp <kkipp@eastbrunswick.org>
Subject: Assistance with Air Quality Complaints

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Hi Phil,

Keith Kipp recommended that I reach out to you regarding our current construction project. We're receiving a larger-than-expected amount of staff complaints regarding air quality in the building. While our Maintenance team is tarping off all construction areas as a precautionary step, I'm hoping you can provide some advice or assistance regarding the HVAC systems in those areas. Can you confirm whether there are any air intakes in the Youth Services Room (or the adjacent Programming Room) that would potentially spread dust throughout other areas of the building? If so, can those be turned off at the vent, or would we be able to cover them?

Also, in your opinion, would asking our HVAC servicer to replace our filters ahead of schedule help decrease the accumulation of dust in other areas of the building?

Any assistance you can provide would be appreciated.

Thanks!

Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

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This message is confidential.

From: Michael Bobish
Sent: Tuesday, December 13, 2022 2:03 PM
To: Tracey Squires
Subject: RE: Sunny Kim

Yes, I'm available now!

Thanks,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Tracey Squires](#)
Sent: Tuesday, December 13, 2022 2:02 PM
To: [Michael Bobish](#)
Subject: Re: Sunny Kim

Hi Mike,

I can come over now if you have a few minutes. Otherwise, I am available any time today.

Thanks,
Tracey

From: Michael Bobish <mbobish@EBPL.org>
Sent: Tuesday, December 13, 2022 1:53 PM
To: Tracey Squires <tsquires@EBPL.org>; John Arthur <jarthur@EBPL.org>
Subject: RE: Sunny Kim

Hi Tracey,

I'm reaching out to Sunny today with a follow-up. Do you have a spare minute or two to meet in my office?

Thanks,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Tracey Squires](#)
Sent: Tuesday, December 13, 2022 1:53 PM
To: [John Arthur](#); [Michael Bobish](#)
Subject: Sunny Kim

Hi John and Mike,

As an FYI, Sunny approached me to follow up on her concerns with the construction, so I told her one of you would be in touch. In the meantime, I did tell her if she is more comfortable working in the Circ. workroom to let me know and I would accommodate her request. She also requested the KN 95 masks so I gave her a package of 10.

Thanks,
Tracey

Tracey Squires
Circulation Services Manager
East Brunswick Public Library
(732) 390-6952
tsquires@ebpl.org

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Sent: Monday, December 12, 2022 11:54 AM
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Cc: John Arthur; Michael Dixon; Keith Kipp
Subject: RE: Assistance with Air Quality Complaints

Hi Phil,

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Thanks again,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Philip Maille](#)
Sent: Monday, December 12, 2022 11:27 AM
To: [Michael Bobish](#)
Cc: [John Arthur](#); [Michael Dixon](#); [Keith Kipp](#)
Subject: RE: Assistance with Air Quality Complaints

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Hi, we have installed two HEPA AirScurbber machines and tarping any locations under renovations will help. Hvac filter replacement will also help with air quality. The Library has a computer base HVAC control system for different zones. I do not recommend manually closing vents because your air flow should be calibrated to the program you're using. Tarping along with the Air cleaning machines and HVAC filter changes should be very effective.

From: Michael Bobish <mbobish@EBPL.org>
Sent: Monday, December 12, 2022 10:19 AM
To: Philip Maille <pmaille@eastbrunswick.org>
Cc: jarthur <jarthur@ebpl.org>; Michael Dixon <MDixon@eastbrunswick.org>; Keith Kipp <kkipp@eastbrunswick.org>
Subject: Assistance with Air Quality Complaints

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Also, in your opinion, would asking our HVAC servicer to replace our filters ahead of schedule help decrease the accumulation of dust in other areas of the building?

Any assistance you can provide would be appreciated.

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

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This message is confidential.

From: Michael Bobish
Sent: Thursday, December 1, 2022 8:31 AM
To: Karen Parry
Cc: Swarnakumari Rachabattuni
Subject: RE: Message from Karen Fw: Masks

Hi Swarna,

Yes, I have a pack of masks for you. Please meet me in my office first thing this morning.

Thanks,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Karen Parry](#)
Sent: Wednesday, November 30, 2022 9:54 PM
To: [Michael Bobish](#)
Cc: [Swarnakumari Rachabattuni](#)
Subject: Message from Karen Fw: Masks

Hi Swarna,

I am copying Mike. I think he has N95 masks. Mike will respond if he still has any.

Karen

From: Swarnakumari Rachabattuni <srachabattuni@EBPL.org>
Sent: Wednesday, November 30, 2022 4:53 PM
To: Karen Parry <KParry@EBPL.org>
Subject: Masks

Hi Karen,
can the library provide KN95 masks to the people working on the desk? The plastic sheet around the corner is not too thick and you can feel the dust in your throat.

Thanks,

Swarna

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This message is confidential.

From: Michael Bobish
Sent: Thursday, December 8, 2022 3:00 PM
To: All Library Staff
Subject: KN95 Masks

Hi all,

I've given a supply of KN95 masks to all department managers and supervisors in the building. If you need them for anything, please feel free to ask your manager or supervisors directly.

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
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Sent from [Mail](#) for Windows 10

Stephanie Filippone

From: Michael Bobish
Sent: Thursday, December 1, 2022 11:48 AM
To: Catherine Adamo
Cc: Karen Parry; Stephanie Filippone; Catherine Adamo; John Arthur
Subject: RE: Air Purifiers Installed in Building

Hi Cathy,

Thank you for sharing your concerns. I'm also hopeful that the air purifiers and KN95 masks will help the situation, but please let me know if that isn't the case. I'll ask the builder about the radio the next time I see him, but unfortunately some loud talking is probably going to happen while construction work is going on. And yes, I will make sure the public desk staff gets masks when they arrive; we ordered 1,000, so there will be plenty to go around.

Please continue to keep me posted on things.

Thanks again!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
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Sent from Mail for Windows 10

From: Catherine Adamo
Sent: Thursday, December 1, 2022 11:35 AM
To: Michael Bobish
Cc: Karen Parry; Stephanie Filippone; Catherine Adamo
Subject: RE: Air Purifiers Installed in Building

Hi Mike,

I've been keeping a little diary of the time I've been at the information desk. Every shift I've gotten a headache and experienced a weird taste in my mouth and minor throat irritation. My symptoms subsided after I'd been away from the library for 4 or 5 hours.

Coworkers coming to talk to us at the desk complained of a smell, or fumes. My sense of smell is diminished, so I didn't experience that, but, even with double masking, I felt the fumes in my throat and sinuses.

Yesterday at the desk my eye was watering—maybe from fumes? We didn't hear much activity in the construction area, but my deskmate and I both had throat irritation and headache.

Hopefully the air purifiers will help with the adverse conditions.

By the way, the construction workers sometimes talk loudly and play a radio loudly, which is disturbing to staff and library users.

Will those of us at the public desks be able to have a supply of the masks when they arrive?

Thanks,

Cathy

Catherine L. Adamo

Collection Development Librarian
East Brunswick Public Library

732.390.6772
cadamo@ebpl.org



From: Michael Bobish <mbobish@EBPL.org>
Sent: Thursday, December 1, 2022 11:25 AM
To: All Library Staff <AllLibraryStaff@EBPL.org>
Subject: Air Purifiers Installed in Building

Hi all,

Our Township partners have installed air purifiers in areas of the building impacted by the renovation project:

- Two industrial strength air purifiers are at the Children's Room renovation site.
- One ionic air purifier is at the Information Services Desk
- An additional ionic air purifier is at the Circulation Desk

In addition, I've authorized the purchase of many additional KN95 masks for our staff. Once they are delivered, we will distribute them to department managers and supervisors, who can give them out to employees who ask for them.

Please continue to keep me posted on conditions in the building throughout the duration of this renovation project.

Many thanks!

Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
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mbobish@ebpl.org

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Sent from [Mail](#) for Windows 10

From: [Padmaja Krishna](#)
Sent: Tuesday, November 29, 2022 10:12 PM
To: [John Arthur](#)
Cc: [Michael Bobish](#); [Tracey Squires](#)
Subject: Reg. Dust due to construction

Hi John,

As I was shelving Adult Nonfiction books and doing a Pull list (had to get a couple of books from the YA space) I felt some irritation in my throat and difficulty in breathing despite wearing a mask.

I checked with a couple of my colleagues in the Circulation Department, and they felt the same.

When I went to mention this to Tracey, I felt worse in her room!! Not sure how to explain this, but it was more difficult to breathe in her room.

Just wanted to let you know. If I don't feel good with all the construction and dust flying around (not easily visible but can be felt), I may have to take some days off work.

Appreciate if you can look into this matter and ensure that the environment is safe for us to work in.

Thank you,
Paddy

Sent via the Samsung Galaxy Z Flip3 5G, an AT&T 5G smartphone
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This message is confidential.

From: Michael Bobish
Sent: Thursday, December 15, 2022 2:20 PM
To: Nels Peterson
Cc: John Arthur
Subject: RE: Hanging Tarps

They look great! Thank you for doing this.

-Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Nels Peterson](#)
Sent: Wednesday, December 14, 2022 2:07 PM
To: [Michael Bobish](#)
Cc: [John Arthur](#)
Subject: Re: Hanging Tarps

Hi
I finish install traps as requested.
Nels

From: Michael Bobish <mbobish@EBPL.org>
Sent: Monday, December 12, 2022 9:47 AM
To: Nels Peterson <npeterson@EBPL.org>
Cc: John Arthur <jarthur@EBPL.org>
Subject: RE: Hanging Tarps

Hi Nels,

Yes, please proceed with the order and installation. The area you already completed looks great, by the way!

Thanks,
Mike

Michael Bobish
Assistant Library Director

East Brunswick Public Library
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mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Nels Peterson](#)
Sent: Sunday, December 11, 2022 11:08 AM
To: [Michael Bobish](#)
Cc: [John Arthur](#)
Subject: Re: Hanging Tarps

https://www.tarpsnow.com/blue-poly-tarps-1624.html?utm_source=google&utm_medium=cpc&adpos=&scid=scplpCS-P6BL-1624&sc_intid=CS-P6BL-1624&gclid=EAIaIQobChMI6vBgvnX-wlVmYjICh08vgNVEAQYAIAABEgLMs_D_BwE



16' X 24' (Actual Size 15'-6" X 23'-6") Blue Poly Tarps

The Blue Poly Tarps are a 6 Mil medium-duty blue tarp, useful as covers being both economical and strong for many domestic and commercial applications.

www.tarpsnow.com

From: Nels Peterson <npeterson@EBPL.org>
Sent: Sunday, December 11, 2022 10:58 AM
To: Michael Bobish <mbobish@EBPL.org>
Cc: John Arthur <jarthur@EBPL.org>
Subject: Re: Hanging Tarps

Hi Mike

I only found 1 trap and installed it. If we pay another one, I can install it. Please let me know.
Nels

From: Nels Peterson <npeterson@EBPL.org>
Sent: Sunday, December 11, 2022 6:44 AM
To: Michael Bobish <mbobish@EBPL.org>

Cc: John Arthur <jarthur@EBPL.org>

Subject: Re: Hanging Tarps

Hi Mike

1. Tarp doorway from YS to YA - **Done**
2. Trap large open space in-between YS and the rest of the library - **found tarp will do this week when I have help**
3. Dust the YA area floor? - **Done**

Nels

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From: Michael Bobish <mbobish@EBPL.org>
Sent: Thursday, December 8, 2022 12:06 PM
To: Nels Peterson <npeterson@EBPL.org>
Cc: John Arthur <jarthur@EBPL.org>
Subject: Hanging Tarps

Hi Nels,

Thanks for taking the time to check in with me this week. Per our conversation, can you please check into tarping off the following areas?

1. The doorway from YS to YA
2. The large open space in-between YS and the rest of the library

I know #2 is a much bigger ask, and it may not be feasible at this point. However, if I know we can't do it, I can look into other options to blocking off the area.

Also, can we please have the cleaners clean up some of the dust that's gathered on the YA area floor? I know that area will be used as storage for a while, so it doesn't need to be spotless, but even a rough cleaning may eliminate some of the airborne dust in that area.

Thanks again,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

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This message is confidential.

Tracey Squires

From: Michael Bobish
Sent: Tuesday, December 13, 2022 2:03 PM
To: Tracey Squires
Subject: RE: Sunny Kim

Yes, I'm available now!

Thanks,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
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mbobish@ebpl.org

Sent from [Mail](#) for Windows 10

From: [Tracey Squires](#)
Sent: Tuesday, December 13, 2022 2:02 PM
To: [Michael Bobish](#)
Subject: Re: Sunny Kim

Hi Mike,

I can come over now if you have a few minutes. Otherwise, I am available any time today.

Thanks,
Tracey

From: Michael Bobish <mbobish@EBPL.org>
Sent: Tuesday, December 13, 2022 1:53 PM
To: Tracey Squires <tsquires@EBPL.org>; John Arthur <jarthur@EBPL.org>
Subject: RE: Sunny Kim

Hi Tracey,

I'm reaching out to Sunny today with a follow-up. Do you have a spare minute or two to meet in my office?

Thanks,
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library

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Sent from [Mail](#) for Windows 10

From: [Tracey Squires](#)
Sent: Tuesday, December 13, 2022 1:53 PM
To: [John Arthur](#); [Michael Bobish](#)
Subject: Sunny Kim

Hi John and Mike,

As an FYI, Sunny approached me to follow up on her concerns with the construction, so I told her one of you would be in touch. In the meantime, I did tell her if she is more comfortable working in the Circ. workroom to let me know and I would accommodate her request. She also requested the KN 95 masks so I gave her a package of 10.

Thanks,
Tracey

Tracey Squires
Circulation Services Manager
East Brunswick Public Library
(732) 390-6952
tsquires@ebpl.org

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Phone: 732-390-6767
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This message is confidential.

From: Michael Bobish
Sent: Tuesday, December 27, 2022 12:21 PM
To: John Arthur
Subject: Weekly Update - 12/27/22

Hi John,

Please see below for the department updates. Also, please don't send these out until I've had a chance to notify Paddy about the Executive Administrative Assistant position.

Administration

- I'm pleased to announce that Maria Carmelo has been selected for the open Executive Administrative Assistant position. While many of you may know Maria from her time as a Passport Agent at EBPL, she also brings over 14 years of administrative assistant experience to her new role. Maria will begin transitioning out of her Passport Agent position and will start training with Daragh on Friday, December 30th. Please join us in congratulating Maria on her new job!
- Please email Mike and Alpesh if you haven't received the recent test and early closure text messages from Thursday, December 22nd and Friday, December 23rd. Also, as always, please update Administration immediately if you change your cellphone number; we don't want anyone to miss out on important emergency updates.

Maintenance

- Additional air filter systems have been installed in the Youth Services office, the Circulation workroom, and two staff offices. These units are highly-rated, contain their own air sensors, and automatically purify the air based on need.

Passports

- No updates

Thanks!
Mike

Michael Bobish
Assistant Library Director
East Brunswick Public Library
(732) 390-6784
mbobish@ebpl.org

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