

**PISCATAWAY PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES**

Monday, April 13, 2020

Evelyn Hartmann, Board President, called the meeting to order at 7:35 p.m.

Trustees attending: Evelyn Hartmann, Fred Cassaday, Robert Coleman, Tim Dacey

Also attending: Heidi Cramer, Library Director; Lee Buttitta; Doug Baldwin; Maggie Seripco, Friends

ANNOUNCEMENTS

The meeting was held via telephone call due to the ongoing state of emergency in New Jersey. Lyn Hartman indicated that proper notice was given to the newspapers. The change was posted on the library website and the township was also notified.

Ms. Hartmann asked that board members identify themselves before they speak.

MINUTES

The Trustees reviewed the minutes for the meeting held on February 10, 2020. Tim Dacey made a motion to approve the minutes for the meeting held on February 10, 2020. Fred Cassaday seconded it and the motion carried.

TREASURER'S REPORTS FOR JANUARY

Fred Cassaday, Treasurer, reviewed the Fine Account reports for the months of February and March 2020. Fred pointed out that due to the library's closure, no money is being collected for fines. Mr. Dacey said he would speak to Daniel Lamptey about suspending the monthly payments (which are normally made to the town) for the months of April and May.

Bob Coleman made a motion to accept the February and March Fine Account reports and Tim Dacey seconded. The motion carried.

Fred Cassaday reviewed the Development Account reports for the months of February and March 2020. Tim Dacey made a motion to accept the Development Account reports for the months of February and March and Bob Coleman seconded the motion. The motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR JANUARY

Fred Cassaday reviewed the Financial Statements and Disbursements for February and March 2020 (calendar year 2019) and February and March 2020 (calendar year 2020). Tim Dacey made a motion to approve the Financial Statements and Disbursements for February and March (CY 2019) and February and March (CY 2020). Robert Coleman seconded and the motion carried.

Lyn Hartmann asked Tim Dacey for an update on the Township budget. Mr. Dacey indicated that the budget was introduced in March and was expected to be approved in April. He also pointed out that property values may decrease and they are anticipating property tax appeals. He asked that the library be cautious about spending money over the next several months.

COMMITTEE REPORTS

No reports.

DIRECTOR'S REPORT

Heidi Cramer submitted a written report.

DPW arranged for Ramas to address the leaks in the custodian closet. An infrared inspection was performed at Kennedy library in anticipation of replacing the flat sections of the roof.

The staff has been providing services to the public during the closure. These include providing library cards, chat services on the website, children's storytimes, ESL classes, book discussions, and other adult programming.

Doug Baldwin provided laptops to staff who did not have computers at home.

OLD BUSINESS

Ms. Hartmann informed the Board that the library will remain closed in order to comply with the Governor's Executive Order.

Mr. Cassaday asked if there has been any discussion regarding plans to reopen the library when the Executive Order is lifted. Ms. Cramer reported that there has been discussion with the staff and also with other libraries. Some ideas include a phased reopening, using self checkout, and not allowing large gatherings.

NEW BUSINESS

None

OPEN TO THE PUBLIC

Maggie Serpico, President of the Friends, reported that the spring book sale has been cancelled. Since they have not received a large number of books since the last sale, they have room in the garage to continue to accept donations. It is anticipated that the fall sale will take place in October.

The spring newsletter has not been mailed out yet. They will go forward with the mailing when the library reopens.

CLOSED SESSION

Robert Coleman made a motion for the Board to move into closed session and Fred Cassaday seconded. The motion carried.

Tim Dacey made a motion for the Board to return to open session and Fred Cassaday seconded. The motion carried.

OPEN SESSION

Robert Coleman made a motion to approve the personnel transactions and Tim Dacey seconded. The motion carried.

Resignation

Arwa Arsalan, part-time Page, User Services. Effective February 29, 2020.

Retirements

Thomas Guliano, full-time Custodian, User Services. Effective February 29, 2020.

Jeanie Yee, part-time Junior Library Assistant, User Services. Effective March 31, 2020.

OTHER

The May Board meeting on Tuesday, May 12 will most likely be held by telephone call.

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Fred Cassaday seconded. The motion carried and the meeting was adjourned at 8:34 p.m.

Secretary

Recorded and prepared by Lee Buttitta