

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

Monday, August 10, 2020

Evelyn Hartmann, Board President, called the meeting to order at 7:33 p.m.

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

Also attending: Heidi Cramer, Library Director; Lee Buttitta; Maggie Serpico, Friends

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 information was posted on the library website and the township was also notified.

ANNOUNCEMENTS

MINUTES

The Trustees reviewed the minutes for the regular meeting held on July 13, 2020. Fred Cassaday made a motion to approve the minutes for the regular meeting held on July 13, 2020. Tim Dacey seconded and the motion carried.

TREASURER'S REPORTS FOR JULY

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of July 2020. Robert Coleman made a motion to accept the July Fine and Development reports and Tim Dacey seconded. The motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR JULY

Fred Cassaday reviewed the July Financial Statements and Disbursements for 2019 and 2020. Tim Dacey made a motion to approve the Financial Statements and Disbursements and Robert Coleman seconded. The motion carried.

COMMITTEE REPORTS

No reports

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

Heidi reported that the reopening of both Libraries beginning on July 20 has gone well. There are welcome desks at both buildings so that staff can keep track of library capacity, remind patrons to wear masks, and answer any questions patrons may have. Patrons have been asked to return all items in the outside book drops. When the items are brought into the building, they are quarantined for 96 hours. The public response to the opening has been overwhelmingly positive.

The previously patched flat roof at Kennedy has begun leaking. Tim Dacey indicated that a contract for a new roof is scheduled to be approved at the August 11 Council meeting. The installation is expected to begin in September.

Mr. Dacey commented that if schools need to close again this fall, many parents may be looking to the library as a resource for their children.

Lyn Hartman asked about feedback from the staff regarding their own safety during reopening. Heidi explained that the staff was asked for their input in developing safety procedures and there have also been weekly staff meetings to address any concerns the staff may have.

OLD BUSINESS

None

NEW BUSINESS

- A. Reopening Plan: Assess management of fines, due dates and holds pickup.

LMxAC extended all due dates during the time the library was closed. Normal due dates apply to materials that are currently being checked out. All materials are currently being checked in fine free. Ms. Cramer recommended that the Board approve a modification of the reopening procedures to add that fine free check in continue until September 8 and that no fines will accrue during quarantine of materials. Tim Dacey stressed that patrons must be made aware of the fact that fines will be charged after September 8.

Fred Cassaday made a motion to approve the modification of the reopening procedures and Robert Coleman seconded the motion. The motion carried.

B. Vacation Time Carryover

With supervisory approval, current library policy allows employees to carry over vacation time into the following calendar year. It must be used in the first quarter of the year and has been limited to one week.

Heidi explained the new provisions that the Township is implementing for employees due to the Covid-19 pandemic. Any vacation days remaining on December 31, 2020 can be carried over for use by December 31, 2021. If an employee chooses, they may deposit one week of vacation into their ICMA account.

Since library vacation time policies differ from Township policies, Ms. Cramer recommended that the Board formally adopt the Township provisions for Library employees.

Mr. Cassaday made a motion to approve the Township provisions for 2020 vacation apply to Library employees and Robert Coleman seconded. The motion carried.

Tim Dacey reported that under the Families First Coronavirus Response Act employees are entitled to 12 weeks of paid sick leave at $\frac{2}{3}$ pay to care for a child whose school or place of care is closed due to Covid-19 related reasons. The Township is implementing a procedure where each employee must provide their Department head with their school's reopening plan and also specify the hours/days for each week that they will be requesting to take off. If in school learning is available and a parent chooses to keep their child home, they will not be eligible to be paid using FFCRA and will need to use their leave time.

Tim also added that the town suggested the YMCA at the Community Center provide child care when children can not be in school. This would be open to Township employees who need care for their children.

OPEN TO THE PUBLIC

Maggie Serpico reported that the Friends are still undecided about the Fall Book Sale. The book store has made about \$300 since the Library reopened. She has a group of volunteers that have been going through donations that were made prior to the Library closing in March.

CLOSED SESSION

Tim Dacey made a motion to move into closed session. Robert Coleman seconded and the motion carried.

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

Fred Cassaday made a motion to approve the personnel transactions and Tim Dacey seconded. The motion carried.

Resignation

Debra Schiff, part-time Junior Librarian, Adult Services, effective July 21, 2020.

OTHER

ADJOURNMENT

Fred Cassaday made a motion to adjourn the meeting and Robert Coleman seconded. The motion carried and the meeting was adjourned at 8:37 p.m.

Secretary

Recorded and prepared by Lee Buttitta