

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

Monday, December 14, 2020

Evelyn Hartmann, Board President, called the meeting to order at 7:32 p.m.

Trustees attending: Evelyn Hartmann, Harry Parra, Fred Cassaday, Chris Irovando, Tim Dacey

Also attending: Heidi Cramer, Library Director; Lee Buttitta; Donald Thomas, 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

Tim Dacey announced that Fred Cassaday and Mark Hardenburg are being reappointed to the Board.

MINUTES

The Trustees reviewed the minutes for the regular meeting held on November 9, 2020. Tim Dacey made a motion to approve the November minutes and Chris Irovando seconded. The motion carried.

TREASURER'S REPORTS FOR NOVEMBER

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of November 2020. Harry Parra made a motion to approve the Fine Account and Development reports for November 2020. Tim Dacey seconded and the motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR NOVEMBER

Fred Cassaday reviewed the November 2020 Financial Statements and Disbursements. Chris Irovando made a motion to approve the Financial Statements and Disbursements for November 2020 and Harry Parra seconded. The motion carried.

COMMITTEE REPORTS

Finance Committee: Daniel Lamptey asked all Department Heads to look at reductions to their budgets for next year. Lyn Hartman asked Tim Dacey if a formal response was required. Tim indicated that unnecessary purchases should be avoided and that the personnel plan was proactive for cost savings. Mr. Dacey said he will talk to Mr. Lamptey.

Personnel Committee: Personnel issues will be discussed in closed session.

Nominating Committee: Lyn Hartman asked that the Nominating Committee meet before the January meeting to prepare a slate of officers.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

The library closed to the public on November 28 and contact free pick up has resumed. It is going smoothly.

Virtual programming is continuing. The Middlesex County Arts Grant for teen programming had its last program in early December. The Children's Department has been preparing kits for children to pick up so they can participate in virtual craft projects.

Even though the library had reduced hours, circulation for November 2020 was about 81 percent of November 2019 circulation.

At the beginning of 2020, the average age of the public computers at Kennedy was 8 to 10 years old. Doug Baldwin has now replaced all of the Kennedy computers. Westergard computers were replaced earlier in the year.

Lyn Hartmann asked what character won the Kids Vote program. (Note: Pete the Cat was the winner with Biscuit in close second place.)

OLD BUSINESS

None

NEW BUSINESS

Closure of the building to the public: Due to the rising numbers of Covid-19 cases, Mr. Dacey recommended that the library remain closed to the public until the middle of January. Ms. Hartmann agreed and stated that the number of cases in Piscataway is alarming.

Harry Parra made a motion to keep the libraries closed to the public until the January 11, 2021 meeting. Fred Cassaday seconded and the motion carried.

Covid Notification Protocol: Using CDC, Middlesex County Health Department and other libraries recommendations, Ms. Cramer developed a protocol for dealing with employees who test positive to Covid-19. The library will follow the directives of the Middlesex County Health Department on an individual basis.

Chris Irovando made a motion to approve the Covid Notification Protocol and Harry Parra seconded. The motion carried.

2021 Salary Increases 2.75%: Heidi was originally given the information that employee raises for 2021 would be 2.95%. The correct number is 2.75%.

Harry Parra made a motion to approve salary increases of 2.75% for 2021. Fred Cassaday seconded and the motion carried.

OPEN TO THE PUBLIC

Donald Thomas, from the Friends, acknowledged members of the Friends for all the work they have done to keep the organization running smoothly. They have accepted donations, sorted books, maintained the book store and continued their monthly meetings via Zoom.

Donald exited the meeting.

Due to a forecasted snow storm on Wednesday, Tim Dacey asked the Board to consider closing the library at 5:00 p.m. on Wednesday and staying closed all day Thursday. By closing the libraries, as well as the Senior Center and the Community Center, DPW will be able to focus on clearing roads and save parking lots until later. Employees will be permitted to work from home. The Board will continue to monitor the forecast and a decision will be made closer to the storm.

CLOSED SESSION

Harry Parra made a motion to move into closed session and Tim Dacey seconded. The motion carried.

Mr. Irovando made a motion to return to open session. Mr. Parra seconded and the motion carried.

Harry Parra made a motion to accept the personnel transactions and Tim Dacey seconded. The motion carried.

Resignation

Niriksha Tripathi, part-time, Page, User Services, effective November 18, 2020.

During the closed session there was also discussion about filling vacant positions and legal issues.

OTHER

ADJOURNMENT

Mr. Cassaday made a motion to adjourn the meeting and Mr. Parra seconded. The motion carried and the meeting was adjourned at 8:40 p.m.

Secretary

Recorded and prepared by Lee Buttitta