

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

Monday, February 10, 2020

Evelyn Hartmann, Board President, called the meeting to order at 7:30 p.m.

Trustees Present: Evelyn Hartmann, Fred Cassaday, Robert Coleman, Mark Hardenburg, Loretta Keimel, Tim Dacey

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

ANNOUNCEMENTS

No announcements

MINUTES

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

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

TREASURER'S REPORTS FOR JANUARY

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of January.

Robert Coleman made a motion to accept the January Fine Account and Development Account reports and Loretta Keimel seconded. The motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR JANUARY

Fred Cassaday reviewed the Financial Statements and Disbursements for January 2020 (calendar year 2019) and January 2020 (calendar year 2020). Tim Dacey made a

motion to approve the Financial Statements and Disbursements for January 2020 (CY 2019) and January 2020 (CY 2020). Robert Coleman seconded and the motion carried.

Lyn Hartmann asked Tim Dacey when the township budget might be approved. He indicated that they are hoping to introduce it on March 10 and approve it on April 24.

COMMITTEE REPORTS

Personnel Committee:

Each Board member received the new Director's Evaluation Form. Lyn Hartmann asked that the form be completed, signed and returned to her by March 9. She stressed that comments are helpful, especially when high or low scores are given. Mark Hardenburg felt that since the form is new and Heidi did not know what she was being evaluated on, that she should have the opportunity to fill out a form for herself. Loretta Keimel suggested that reading past Director's reports would be helpful in evaluating what the director has done.

Finance Committee:

Fred Cassaday reported that the Finance Committee met to discuss removing fines for overdue items. Ms. Cramer reported that there are currently 2418 adult cards and 874 juvenile cards that are blocked because of accumulated fines over \$5.00. Tim Dacey was concerned that blocked cards, especially children's, are a barrier to access to the library. Members discussed removing all fines, just juvenile fines, and also having an amnesty day where overdue items can be returned fine free. They asked that Heidi Cramer provide more information about this trend in other libraries and the impact that going fine free has had. The possibility of a pilot program will be discussed at the April meeting.

DIRECTOR'S REPORT

Heidi Cramer submitted a written report.

There have been no major building issues with the HVAC system. Tim Dacey indicated that Schneider Electric is doing an audit of township buildings to see where improvements to lighting and energy costs can be made.

Kate Baker and Peggy Wong were nominated for the American Library Association's I Love My Librarian Award, which honors librarians across the country for their impact in their community.

New furniture, funded by the Friends, has been delivered to Westergard library. The Friends are also providing funding for a new lectern at Kennedy Library and the Reel Justice film series.

OLD BUSINESS

None.

NEW BUSINESS

None

OPEN TO THE PUBLIC

Donald Thomas from the Friends thanked the Trustees for all their support of the Friends. He also thanked Heidi Cramer for all her help.

CLOSED SESSION

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

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

OPEN SESSION

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

Resignation

Katherine Jagers, Associate Director. Effective February 18.

New Hire

Niriksha Tripathi, part-time Page, User Services at \$11.00 per hour. Effective January 29, 2020.

OTHER

None

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Mark Hardenburg seconded. The motion carried and the meeting was adjourned at 8:43 p.m.

Secretary

Recorded and prepared by Lee Buttitta