

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

Monday, July 13, 2020

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

Trustees attending: Evelyn Hartmann, Harry Parra, Fred Cassaday, Chris Irovando,
Mark Hardenburg, 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 June 8, 2020 and the special meeting held on June 15, 2020. Chris Irovando made a motion to approve the minutes for the regular meeting held on June 8, 2020 and the special meeting held on June 15, 2020. Harry Parra seconded and the motion carried.

TREASURER'S REPORTS FOR JUNE

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

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR JUNE

Fred Cassaday reviewed the Financial Statements and Disbursements for June 2019 and June 2020. Tim Dacey made a motion to approve the Financial Statements and Disbursements for June 2019 and June 2020. Harry Parra seconded and the motion carried.

COMMITTEE REPORTS

No reports

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

There has been no water leaking in the custodian closet at Kennedy.

Contact free pick up of Library materials began on June 16. There were a total of 1841 items circulated between June 16 and June 30. Digital use of Hoopla and eLibraryNJ continued to be high during June. Materials that are returned to the Library are being quarantined for a minimum of 72 hours.

The Girl Coders program was funded by a grant from AspireIT. The 8 sessions were attended by 12 participants.

The Juneteenth Celebration: Driving While Black: African American Travel and the Road to Civil Rights program had 130 participants. Author Dr. Gretchen Sorin hosted a virtual book discussion. Special guests, filmmaker Ric Burns and editor Emir Lewis, showed clips from the forthcoming PBS documentary.

The Library received a \$3,000 Spotlight award from Grow with Google/ALA. The award was for small business programs presented by Doug Baldwin in February.

An award of \$2,000 was received from ALA's Libraries Lead with Digital Skills for programs for job seekers taught by Melissa Schabel and Joy Robinson.

OLD BUSINESS

Audit: There were no recommendations made by the auditors. Fred Cassaday made a motion to approve the 2018 audit and Harry Parra seconded. The motion carried.

NEW BUSINESS

- A. & B. Approve revisions to the Phase 4 Reopening Plan and moving into Phase 4: The Governor's Executive Order 157 allows for in building use of libraries. Patrons will be allowed to browse, borrow materials, and use computers by appointment. The Library will enter Phase 4 on July 20, 2020. The building will

be open to the public with limited hours of operation: Monday - Wednesday 12 to 8pm and Thursday - Saturday 12 to 4pm. Reciprocal borrowing agreements will resume for in-person check outs.

Heidi Cramer went over the draft of the Reopening Announcement which will be released to the public. It provides guidelines for the safety of the public and the staff. There will be a staff member at a welcome desk near the front door who will keep track of the number of patrons in the building. A queue may form outside when capacity is reached. Fred Cassaday suggested that the maximum number of people permitted in the library may be adjusted subject to changing circumstances. Tim Dacey said that staff should be informed that they may call the police if patrons refuse to follow the guidelines or if they intentionally expose staff to the virus.

Mark Hardenburg expressed concern that the Phase 4 plan includes on site Board of Trustee meetings. Since no other Boards in the town are having on site meetings, the plan will be amended to continue meetings via telephone.

Harry Parra made a motion to approve moving into Phase 4 of the Reopening Plan on July 20, 2020 and the draft of the Reopening Announcement with the changes discussed. Chris Irovando seconded and the motion carried.

C. Approval of a revision to the Code of Conduct Policy: Heidi Cramer discussed the following revisions to the policy:

- Wearing of masks by everyone over 2 years of age
- Practicing social distancing
- Prohibiting the use of e-cigarette devices; sleeping; eating and drinking; and disobeying the reasonable direction of a Library staff member
- Removal of "Leaving bicycles unattended at the library entrance rather than in the bike rack."

Mr. Dacey made a motion to approve the revision to the Code of Conduct Policy Mr. Parra seconded. The motion carried.

OPEN TO THE PUBLIC

Maggie Serpico reported that the Friends are exploring selling some of their inventory of books online.

CLOSED SESSION

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

Mr. Hardenburg exited the meeting at 8:35 p.m.

Chris Irovando made a motion to return to open session and Fred Cassaday seconded. The motion carried.

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

New Hires

Calvin Anderson, full-time Custodian, User Services at \$45,260 per year. Effective July 6, 2020.

Salary Adjustment

Hedwig Alberto, part-time Custodial Assistant, User Services, salary increase to \$22.02 per hour, effective July 19, 2020.

Promotions

Joy Robinson, full-time Junior Librarian to Senior Librarian, Adult Services, at \$66,273 effective July 19, 2020.

Kate-Lynn Brown, full time Junior Librarian to Senior Librarian, Teen Services, at \$66,273 effective July 19, 2020.

OTHER

ADJOURNMENT

Harry Parra made a motion to adjourn the meeting and Chris Irovando seconded. The motion carried and the meeting was adjourned at 8:43 p.m.

Secretary

Recorded and prepared by Lee Buttitta