

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

Monday, June 8, 2020

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

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

Also attending: Heidi Cramer, Library Director; Lee Buttitta; Carol Natarelli, 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 meeting held on May 28, 2020. Fred Cassaday made a motion to approve the minutes for the meeting held on May 28, 2020. Tim Dacey seconded and the motion carried.

TREASURER'S REPORTS FOR MAY

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

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR MAY

Fred Cassaday reviewed the Financial Statements and Disbursements for May 2020. Fred pointed out that a new line has been added to the budget which will be used for coronavirus expenditures. Robert Coleman made a motion to approve the Financial Statements and Disbursements for May 2020. Tim Dacey seconded and the motion carried.

COMMITTEE REPORTS

Fred Cassaday will discuss the Personnel Committee's meeting during the closed session.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

The Piscataway Office of Emergency Management delivered supplies of gloves, hand sanitizer, and alcohol wipes to the library on June 8.

On Friday June 12, there will be a Zoom meeting with the Governor's Deputy Chief of Staff and representatives of NJ libraries. Ms. Cramer will attend.

Mr. Dacey reported that there was a phone call from the Governor's office to NJ mayors. There was discussion about phased reopening of the libraries.

The library will host a discussion with author Dr. Gretchen Sorin about her book *Driving While Black* on June 17.

OLD BUSINESS

- A. Director's Evaluation: This will be discussed during the closed session.

NEW BUSINESS

- A. Audit: Board members were emailed copies of the final 2018 audit. Ms. Cramer contacted the auditor about the 1st draft of the audit. The draft included a line incorrectly labeled "Gaming". It was determined that the \$36,000 shown in that line is the library's \$3,000 monthly commitment given to the town. The line was amended to read "Payment to Township". Mr. Cassaday indicated that the auditors made no recommendations for changes.

There will be a vote to approve the audit at the July meeting.

OPEN TO THE PUBLIC

Carol Natarelli from the Friends, reported that there was a Friends meeting on June 2. The spring book sale was cancelled and the tentative date for the fall sale is October 20-27. The Friends approved money requests for the Children's and Teen summer reading programs.

OTHER

Mark Hardenburg requested that a discussion of official library correspondence be included in the closed session.

Heidi provided members of the Board with a draft Anti-Racism Statement that she and several staff members prepared. After discussion, the Board recommended minor changes.

The statement will be posted on the library's website and social media. There will also be a link to a letter from Mayor Wahler and remarks by Council President Gabrielle Cahill.

Fred Cassaday made a motion to accept the Anti-Racism Statement with the changes and Robert Coleman seconded. The motion carried.

CLOSED SESSION

Tim Dacey made a motion to move into closed session. Mark Hardenburg seconded and the motion carried.

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

Official library correspondence and the Director's evaluation were discussed during the closed session.

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Fred Cassaday seconded. The motion carried and the meeting was adjourned at 8:45 p.m.

Secretary

Recorded and prepared by Lee Buttitta