

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

Tuesday, May 12, 2020

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

Trustees attending: Evelyn Hartmann, Harry Parra, Fred Cassaday, Chris Ironvando,  
Mark Hardenburg, Tim Dacey

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

**ANNOUNCEMENTS**

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

Ms. Hartmann asked that board members identify themselves before they speak.

Lyn Hartmann announced that the following items should be added to the agenda:

V. Old Business - A. Director's Evaluation.

VI. New Business - A. Use of the library as a polling location

B. Reopening planning

**MINUTES**

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

**TREASURER'S REPORTS FOR APRIL**

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of April 2020. Tim Dacey indicated that he spoke to Daniel Lampety about suspending the monthly payments to the town for several months and Daniel agreed.

Chris Irovando made a motion to accept the April Fine and Development reports and Tim Dacey seconded. The motion carried.

## **FINANCIAL STATEMENTS AND DISBURSEMENTS FOR APRIL**

Fred Cassaday reviewed the Financial Statements and Disbursements for April 2020 (calendar year 2019) and April 2020 (calendar year 2020). Harry Parra made a motion to approve the Financial Statements and Disbursements for April (CY 2019) and April (CY 2020). Tim Dacey seconded and the motion carried.

## **COMMITTEE REPORTS**

No reports.

## **DIRECTOR'S REPORT**

Ms. Cramer submitted a written report.

No Building and Grounds issues in April.

The online programming is continuing and has expanded. It has been well received.

Digital circulation is increasing. Ebook usage increased by 25% from March to April and Hoopla increased by 75%.

Heidi thanked Chris Irovando and Bob Coleman for their assistance in distributing Library at Home flyers which were developed to offer information on library cards, ebooks and e-audio books, Brainfuse, and other resources.

## **OLD BUSINESS**

- A. Director's Evaluation: Ms. Hartmann reported that the forms were mailed out in January and have returned to her. She is having a spreadsheet prepared with the results and will share the information with members when complete. It will be discussed at the next meeting.

## **NEW BUSINESS**

- A. Use of the library as a polling location: The New Jersey Primary election has been moved from June 2 to July 7. Westergard is one of Piscataway's polling locations, however, libraries are closed to the public under executive order 107 and it is unknown what orders will be in effect on that date. Staff members would need to be present at the library before voting begins and throughout the day. Mark Hardenburg suggested that the town also have an employee there to make sure that sanitizing protocols are followed.

Mark Hardenburg made a motion to use Westergard Library as polling location on July 7 and Chris Irovando seconded. The motion carried.

- B. Reopening planning: LibraryLinkNJ, in collaboration with the NJ State Library and the NJ Library Association, has established a new task force (TOPCATS) to explore issues, strategies, and solutions related to reopening libraries post COVID-19. They are planning to work with the Governor's office to determine how current and future executive orders apply to libraries.

Mark Hardenburg wanted to be sure that TOPCATS will not govern what each library does. He feels final approval for when and how the library reopens should be up to the Board. Ms. Cramer confirmed that the task force will provide guidance only.

Mr. Cassaday had concerns about having the necessary cleaning, sanitizing, and safety supplies before reopening. Mr. Dacey said the town has been able to get all the supplies needed with the exception of wipes. He recommended that the library coordinate with DPW to get what is needed.

Lyn Hartmann asked about hiring a new custodian. Tim Dacey stated that the township is under a hiring freeze, however the position is necessary and needs to be filled.

Mr. Dacey informed the Board that Mayor Wahler has issued a directive that as of June 1 all Township employees will return to work instead of working remotely. The buildings will remain closed to the public. Ms. Hartmann questioned the safety of having all the staff return to the library. Mr. Parra asked about the legal consequences of forcing employees to return to work while Executive Orders are still in place.

Tim Dacey discussed the financial implications that COVID-19 is having on the town. There has been some discussion about the possibility of layoffs, but Mr. Dacey is opposed to layoffs.

Governor Murphy is scheduled to make an announcement by the end of the week regarding reopening the state. Mr. Hardenburg offered to speak to the Mayor about the Board's concerns for staff returning to work and reopening the library while the executive orders are still in place.

### **OPEN TO THE PUBLIC**

Maggie Serpico, President of the Friends, had nothing new to report. They are still planning on having their fall book sale. She said they would not want to accept any donations immediately after the library reopens.

### **OTHER**

None

### **ADJOURNMENT**

Harry Parra made a motion to adjourn the meeting and Fred Cassaday seconded. The motion carried and the meeting was adjourned at 8:31 p.m.

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Secretary

Recorded and prepared by Lee Buttitta