

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

Thursday, May 28, 2020

Evelyn Hartmann, Board President, called the meeting to order at 7:31 p.m.

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

Also attending: Heidi Cramer, Library Director; Lee Buttitta; Doug Baldwin; Maggie Seripco, 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 information was posted on the library website and the township was also notified.

MINUTES

The Trustees reviewed the minutes for the meeting held on May 12, 2020. Fred Cassaday made a motion to approve the minutes for the meeting held on May 12, 2020. Fred Cassaday seconded it and the motion carried.

NEW BUSINESS

Reopening Plan

Ms. Cramer reviewed the plan with the members.

She indicated that the library is currently in Phase 2 of the plan. There are currently adequate supplies for personal safety in both buildings in anticipation of all staff returning to work on June 1. The Piscataway Office of Emergency Management will be ordering additional supplies. Tim Dacey said the town received a large donation of face masks and he will provide some to the library. Plexiglass barriers have been ordered by the township and will be installed when they arrive. Plastic bags will be used to cover keyboards and mice for shared computers and phones will be cleaned.

The staff has been provided with information relating to COVID-19 symptoms and the proper use of PPEs. Social distancing will be practiced. There will be a Kennedy Team and a Westergard Team and staff will work in their assigned building. All employees have been informed of their schedules for June.

The book drops will be opened for material returns next week, possibly on Tuesday. Patrons will be informed about the opening via the email newsletter, social media and library email.

Phase 3 of the plan will not occur until the Governor allows libraries to reopen. Phase 3 will provide limited services to the public. Patrons will be permitted to put holds on materials that belong to Piscataway Library. There will be no delivery of materials from other libraries in the consortium and only Piscataway cardholders can borrow materials from the library. Patrons will be contacted when their hold is available and they will be given a window of time for pickup. They will contact the library when they arrive and their checked out materials will be placed on a table for them to pick up. There will be no contact between the staff and the public. Items for pick up will be limited to 20 items.

Phase 4 will provide limited access to the public. Browsing for materials will be permitted and computer usage may be by appointment only.

In Phase 5 libraries will operate in a “new normal”.

The draft of the Reopening Plan did not include a date for staff to return to work in Phase 2. Under “Library Operations” after bullet point 3, the following revision will be inserted:

- All employees will be called back as of June 1, 2020.

Chris Irovando made a motion to approve the Reopening Plan with the revision and Harry Parra seconded. The motion carried.

Materials Management Plan

Heidi Cramer outlined the plan for the Board.

This plan will go into effect when the book drops open. The staff handling the returned items will wear masks and use gloves. The items will be placed on “receiving” book

carts and then transferred to tables in the meeting rooms. They will be quarantined for 72 hours.

Packages which are delivered to the library will be quarantined for 72 hours before opening.

Tim Dacey made a motion to approve the Materials Management Plan. Harry Parra seconded and the motion carried.

Fred Cassaday noted that the State Library has informed the NJ Trustee Association that libraries are closed per Executive Order #107 and that Executive Order #142 for curbside pick up for nonessential retail does not include libraries.

OPEN TO THE PUBLIC

Maggie Serpico, President of the Friends, was impressed with the plans for reopening. She reported that there is a Friends meeting on June 2. No decision has been made regarding the fall book sale.

OTHER

Mark Hardenburg asked if the Reopening Plan has been forwarded to the township. Mr. Dacey said he would share the information with them.

Lyn Hartmann asked Tim Dacey if he had any information about the 2021 budget. He indicated that the town is expecting a decline in property tax revenues due to a decrease in property values, especially for commercial properties. Daniel Lamptey is currently working on budget figures.

ADJOURNMENT

Harry Parra made a motion to adjourn the meeting and Tim Dacey seconded. The motion carried and the meeting was adjourned at 8:35 p.m.

Secretary

Recorded and prepared by Lee Buttitta