

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

Monday, November 9, 2020

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

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

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

The Board members congratulated Bob Coleman on his upcoming retirement.

MINUTES

The Trustees reviewed the minutes for the regular meeting held on September 14, 2020 and the regular meeting held on October 13, 2020. Fred Cassaday made a motion to approve the September and October minutes and Harry Parra seconded. The motion carried.

TREASURER'S REPORTS FOR SEPTEMBER AND OCTOBER

Fred Cassaday, Treasurer, reviewed the Fine Account reports for the months of September and October 2020. Harry Parra made a motion to approve the Fine Account reports for September & October 2020. Tim Dacey seconded and the motion carried.

Fred Cassaday reviewed the Development Account reports for the months of September and October 2020. Harry Parra made a motion to approve the September and October Development reports and Bob Coleman seconded. The motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR SEPTEMBER AND OCTOBER

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

COMMITTEE REPORTS

None

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

There were numerous virtual programs during October.

Members of the Piscataway Arts and Cultural Commission met with veterans on October 21 and 24 at Kennedy Library. They collected photos of the veterans for the township's Hometown Heroes project. The photos were digitized and will become a part of the Local History collection.

The flat roof replacement at Kennedy has been delayed.

Governor Murphy's eExecutive Order 192 gives more specific requirements about health screenings for employees. Heidi explained that staff are completing a health screening form whenever they report to work. Tim Dacey indicated that the Township has purchased touchless thermometers to be used for screening.

OLD BUSINESS

2021 Holiday Schedule: Fred Cassaday made a motion to approve the 2021 Holiday schedule and Bob Coleman seconded. The motion carried.

2021 Board of Trustees Meetings: Due to the Columbus Day holiday, the October Board meeting is scheduled for October 18 (the third Monday of the month instead of the second). Harry Parra made a motion to approve the 2021 Board of Trustees meeting dates. Mark Hardenburg seconded and the motion carried.

2021 Budget: Heidi Cramer reviewed the 2021 Budget with the Board which is based on the ⅓ mill minimum funding for 2021. The budget includes a 2.95% raise for staff. Tim Dacey indicated that there should be a slight increase in take home pay for employees because the health insurance contributions are not expected to increase.

Mark Hardenburg asked if the new restrictions announced by Governor Murphy today will have any impact on the library. There is nothing in his announcement that will affect library operations.

Ms. Hartmann asked Mr. Coleman if the schools are still scheduled to resume in school learning in November. He indicated that it will begin on Monday November 16. Approximately 70% of parents have opted to continue remote learning so classes will be small.

NEW BUSINESS

None

OPEN TO THE PUBLIC

Maggie Serpico, from the Friends, reported that bookstore sales have been approximately \$300 a month. They have accepted some new donations by appointment only. They had 20 people make appointments and received enough donations to keep the bookstore stocked for the next few months.

Maggie exited the meeting.

CLOSED SESSION

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

Fred Cassaday made a motion to return to open session. Mr. Dacey seconded and the motion carried.

There was a discussion of personnel and legal issues during the closed session.

Tim Dacey made a motion to to accept the personnel transactions and Harry Parra seconded. The motion carried.

Resignation

Amanda Voorhees, part-time Page, User Services. Effective September 30, 2020.

OTHER

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Mr. Parra seconded. The motion carried and the meeting was adjourned at 8:39 p.m.

Secretary

Recorded and prepared by Lee Buttitta