

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

Tuesday, October 13, 2020

Evelyn Hartmann, Board President, called the meeting to order at 7:42 p.m.

Trustees attending: Evelyn Hartmann, Fred Cassaday, Chris Ironvado

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.

The meeting was held but due to a lack of a quorum no voting took place.

ANNOUNCEMENTS

Lyn Hartmann announced that the Annual Trustees Institute is holding a virtual training session on Saturday October 17 from 9 - 1. If any trustees are interested in attending, they can register online.

MINUTES

The Trustees reviewed the minutes for the regular meeting held on September 14, 2020.

TREASURER'S REPORTS FOR SEPTEMBER

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of September 2020. Since there is \$13,982.65 in the Uncommitted Balance line of the Fine Account, Lyn Hartmann suggested that Heidi Cramer distribute some of that into the various subaccounts. Mr. Cassaday asked that the Development Account be cleaned up by redistributing the small amounts of money left in some of the grants. Ms. Cramer indicated that it is scheduled to be done at the end of the year.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR SEPTEMBER

Fred Cassaday reviewed the September 2020 Financial Statements and Disbursements.

COMMITTEE REPORTS

Finance Committee: Heidi Cramer reviewed the proposed 2021 budget that the Finance Committee discussed at their October 8 meeting. The $\frac{1}{3}$ mill funding increased by \$186,464 for 2021. The budget will be discussed in greater detail at the next meeting when there is a quorum.

Personnel Committee: The committee met on October 6 to review the current vacancies. The meeting will be discussed later in the meeting..

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

The Middlesex County Board of Elections installed a Ballot Drop Box at Westergard Library on October 7. Thank you to Tim Dacey for facilitating the process. A new camera was installed to provide round the clock security for the box. Heidi set up a protocol with the township clerk to handle any ballots that are mistakenly put in the library book drops instead of the ballot box.

All library items which will be included in the township auction have been picked up by DPW.

A representative from Schneider Electric toured the libraries with Ms. Cramer. The company is preparing a business proposal for an Energy Savings Improvement Plan for the entire township.

There were numerous well attended teen programs during September.

Heidi thanked the school district for their cooperation in conducting virtual classroom visits to over 500 elementary and middle school students.

Heidi Cramer, Kate-Lynn Brown, and Erica Krivopal toured the Piscataway Community Center with the Executive Director to learn about the different spaces and planned activities.

A letter of intent has been submitted for a Middlesex County Arts grant for use in teen programming. An Intent to Apply was accepted by the New Jersey Council for the Humanities and a full application will be submitted soon. This grant would be used for programming and exhibits for *Piscataway Stories: Our Community*.

Fred Cassaday commented on the patron usage of Brainfuse during the month of September. The online tutoring usage was 10,079 sessions this September compared to 2,038 in September 2019. Chris Irovando thanked the library for having the online resources available to students, especially since school is currently virtual. The high school media specialist has been promoting the library's digital resources.

OLD BUSINESS

None

NEW BUSINESS

Request to close Kennedy Library on November 3 (Election Day): Tim Dacey requested that Kennedy Library be closed to the public on Election Day so that there will be adequate parking for people voting at the Senior Center. Ms. Cramer indicated that the staff will still be working and it will allow for some public computer upgrades to be completed while there are no patrons in the library. Since there was not a quorum, the Board could not vote. The three members present agreed to the closure. Ms. Hartmann asked that the absent members be polled and if there is agreement, the closure will be approved.

The 2021 Holiday Schedule will be discussed at the next meeting.

The 2021 Board of Trustees Meeting Schedule will be discussed at the next meeting.

OPEN TO THE PUBLIC

Maggie Serpico, from the Friends, reported that they have been selling books in the bookstore. They are running out of quality books to sell so they have decided to resume limited donations from the public. Donations will be accepted on Fridays and

Saturdays from 12-3 by appointment only. They have been contacted by approximately 20 people interested in bringing donations on October 16 & 17. This Friends mailing this summer raised \$4,000 in donations.

Maggie exited the meeting.

The Board members present further discussed the current vacancies.

OTHER

Chris Irovando informed the Board that Robert Coleman will be retiring at the end of 2020. He is not certain of what the School Board will decide regarding the Superintendent's Representative to the Library Board. He may have more information at the next meeting.

ADJOURNMENT

The meeting ended at 8:55 p.m.

Secretary

Recorded and prepared by Lee Buttitta