

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

Monday, September 14, 2020

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

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

Also attending: Heidi Cramer, Library Director; Lee Buttitta; Donald Thomas, Friends;
Matangi Melpakkam

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

Lyn Hartmann attended the Friends meeting on September 8. Their fall book sale is cancelled. Lyn also recently attended a New Jersey Library Trustee Association meeting. Pat Tumulty, Executive Director on the NJ Library Association, informed the trustees about recent legislative updates. State Aid for remains the same for 2021.

MINUTES

The Trustees reviewed the minutes for the regular meeting held on August 10, 2020. Fred Cassaday made a motion to approve the minutes for the regular meeting held on August 10, 2020. Tim Dacey seconded and the motion carried.

TREASURER'S REPORTS FOR AUGUST

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

Tim Dacey indicated that he spoke to Daniel Lamptey and they will waive the \$3,000 monthly payment the library makes to the town for the remainder of this year.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR AUGUST

Fred Cassaday reviewed the August 2020 Financial Statements and Disbursements. Tim Dacey made a motion to approve the Financial Statements and Disbursements for August 2020 and Mark Hardenburg seconded. The motion carried.

COMMITTEE REPORTS

Ms. Hartmann requested that the Finance Committee meet before the next board meeting to discuss the 2021 budget. Mr. Dacey indicated that the town is beginning to work on their budget. They are hoping that health care costs will decrease. All department heads have been told to expect a flat budget for next year.

Lyn also requested that the Personnel Committee meet before the next meeting.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

The REALM study, funded by the Library of Congress and OCLC, announced additional guidance about COVID-19 on the surfaces of stacked materials. The library is now following their new guidelines and quarantining all returned materials for 7 days.

The replacement of the flat roof at Kennedy is expected to begin later this month.

There were almost 11,000 items circulated during August.

Piscataway Community Television taped footage which was aired on the Eye on Piscataway show on September 4. Councilman Steve Cahn spoke via Zoom with several members of the library staff about the Library's reopening and also virtual children's events, classes for New Americans and much more. Mr. Dacey congratulated Heidi and the staff on the job they did featuring all the services offered by the Library.

Mark Hardenburg inquired whether there have been any cases of COVID-19 being transmitted on library materials. Heidi has not heard of any cases and indicated that the CDC feels that there is a very low probability of spread of the virus on surfaces.

Fred Cassaday asked about the excessive water use at Westergard. The water company feels that there may be a leak in the irrigation system. DPW has been notified.

OLD BUSINESS

None

NEW BUSINESS

None

OPEN TO THE PUBLIC

Piscataway resident Matangi Melpakkam requested that the Library eliminate overdue fines. She suggested that it be accomplished in a 3 phase approach: 1) having an amnesty month when all previous fines would be forgiven; 2) eliminating all fines on juvenile accounts; and 3) eliminating all late fees. Ms. Hartmann informed her that the Board discussed eliminating fines earlier this year.

Donald Thomas, from the Friends, complimented Heidi and the staff on the rapid and safe reopening of the Library. Unfortunately, both book sales scheduled for this year had to be cancelled. Kathleen DiGiulio, staff liaison to the Friends, was instrumental in coordinating the summer mailing sent to all Friends members.

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 Mark Hardenburg seconded. The motion carried.

Fred Cassaday made a motion to approve the personnel transactions and Mark Hardenburg seconded. The motion carried.

Resignation

Melissa Schabel, full-time Senior Librarian, Adult Services, effective September 18, 2020.

OTHER

ADJOURNMENT

Mark Hardenburg made a motion to adjourn the meeting and Fred Cassaday seconded. The motion carried and the meeting was adjourned at 8:26 p.m.

Secretary

Recorded and prepared by Lee Buttitta