

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

Monday, July 12, 2021

Harry Parra, Board President, called the meeting to order at 7:35 p.m.

Trustees attending: Harry Parra, Lyn Hartman, Chris Irovando, Tim Dacey, Mark
Hardenburg

Also attending: Heidi Cramer, Library Director; Lee Buttitta

The meeting was held via Zoom.

ANNOUNCEMENTS

MINUTES

Chris Irovando made a motion to approve the June 14, 2021 minutes and Lyn Hartmann seconded. The motion carried.

TREASURER'S REPORTS FOR JUNE

Harry Parra reviewed the Fine Account and the Development Account reports for the month of June 2021. Tim Dacey made a motion to approve the Fine Account and Development Account reports for June 2021. Harry Parra seconded and the motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR JUNE

Tim Dacey asked Heidi Cramer to explain the issue with the way the account adjustments were made to remove the negatives from the Appropriations report (as per the Board's discussion at the May meeting). Daniel Lamptey made journal entries in various budget lines so the negatives would not appear on the report. The Finance Committee met on July 6 and felt the adjustments did not accurately reflect the actual amount that was being spent. It was requested that the negatives should remain on the Appropriations report and Daniel reversed all the adjustments.

Lyn Hartmann questioned what would happen if the money encumbered under the Plumbing, AC, and Heating account for repairs to the HVAC system are not completed

in this calendar year. Tim Dacey indicated that the repairs should be completed this summer.

Harry Parra reviewed the Financial Statements and Disbursements for June 2021. Tim Dacey made a motion to approve the Financial Statements and Disbursements for June 2021. Harry seconded and the motion carried.

Harry Parra reviewed the June 2021 State Aid/Grant Financial Statement and Disbursements. Mark Hardenburg made a motion to approve the June 2021 State Aid/Grant Financial Statement and Disbursements. Lyn Hartmann seconded and the motion carried.

COMMITTEE REPORTS

Finance Committee: Previously discussed.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

Heidi reported that there is a crack in a window in the Children's room. DPW has been notified.

Doug Baldwin has been troubleshooting phone line and alarm issues at Westergard and Kennedy libraries.

Summer Reading programs have begun for Children, Teens, and Adults.

Registration among teens has been high for programs funded by the Middlesex County Arts Grant.

There are over 30 participants signed up for the community exhibit funded by the NJ Council for Humanities.

Chris Irovando thanked the library for all they have done in keeping students aware of all the resources available to them.

OLD BUSINESS

None

NEW BUSINESS

Update to Reopening Plan: Heidi Cramer presented her recommendations for moving into Phase 5 effective September 7. Public health directives will be followed. Full hours will be resumed including Sundays. The library will continue to require masks. No eating or drinking will be allowed. All seating will be restored. In person programming and use of the Local History Room will resume. Meeting Room use by the community will be allowed as of October 1.

Heidi also requested that the Board approve the option to restore some group seating prior to September 7.

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

Resolution to authorize application to the NJ State Library for up to \$25,000 for meeting room technology and staffing and materials: Tim Dacey made a motion to approve application to the NJ State Library for up to \$25,000 for meeting room technology and staffing and materials. Lyn Hartmann seconded and the motion carried.

OPEN TO THE PUBLIC

No public in attendance.

CLOSED SESSION

Harry Parra made a motion to move into closed session and Lyn Hartmann seconded. The motion carried.

Personnel issues were discussed.

Chris Irovando made a motion to return to open session. Harry Parra seconded and the motion carried.

Lyn Hartmann made a motion to approve the personnel transactions and Mark Hardenburg seconded. The motion carried.

Retirement

Shabina Arshad, part time Page, User Services, effective July 1, 2021.

Resignation

Dean Klimek, part time Information Assistance, Adult/Young Adult Services, effective July 9, 2021.

Promotion

Dejah Williams, full time Senior Library Assistant, User Services, at \$43,181, effective August 2, 2021.

New Hires

Rithikaa Rajendran, part time Page, User Services, at \$12.00 per hour, effective July 13, 2021.

Cynthia Piano, part time Page, User Services, at \$12.00 per hour, effective July 13, 2021.

Devi Krishna, part time Page, User Services, at \$12.00 per hour, effective July 13, 2021.

Miranda Dickinson, part time Page, User Services, at \$12.00 per hour, effective July 13, 2021.

OTHER

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Mark Hardenburg seconded. The motion carried and the meeting was adjourned at 8:15 p.m.

Secretary

Recorded and prepared by Lee Buttitta