

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

Monday, June 14, 2021

Harry Parra, Board President, called the meeting to order at 7:30 p.m.

Trustees attending: Harry Parra, Lyn Hartman, Fred Cassaday, Chris Irovando, Tim Dacey

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

The meeting was held via Zoom.

ANNOUNCEMENTS

MINUTES

Tim Dacey made a motion to approve the May 10, 2021 minutes and Chris Irovando seconded. The motion carried.

TREASURER'S REPORTS FOR MAY

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of May 2021. Tim Dacey made a motion to approve the Fine Account and Development Account reports for May 2021. Lyn Hartmann seconded and the motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR MAY

Fred Cassaday reviewed the May 2021 Financial Statements and Disbursements. Lyn Hartmann questioned the encumbrances which are causing some balances in the budget to be in the negative. Heidi explained that the money is encumbered by the Township for contracts with various vendors. Tim Dacey recommended contacting the Finance Department to correct the issue. Lyn Hartmann made a motion to accept the Financial Statements and Disbursements for May 2021 with the condition that the encumbrances be corrected. Chris Irovando seconded and the motion carried.

Fred Cassady reviewed the May 2021 State Aid/Grant Financial Statement and Disbursements. Chris Irovando made a motion to approve the May 2021 State Aid/Grant Financial Statement and Disbursements. Lyn Hartmann seconded and the motion carried.

COMMITTEE REPORTS

None

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

Heidi Cramer reported that virtual programs are continuing and are well attended.

Kate Baker and Stephanie Young have done work to organize the Local History room.

There was an active leak on June 4 in the area of the recent roof repair. The roofer inspected the roof and indicated the issue may be with the gutters. A possible solution

The Library was selected to participate in the New Jersey Council for the Humanities Community History program. A \$4,000 award is included.

Chris Irovando thanked the staff for their virtual classroom visits and the sharing of library resources with the township schools.

OLD BUSINESS

None

NEW BUSINESS

Update to Reopening Plan: Ms. Cramer is recommending the following updates to Phase 4 of the Reopening Plan: additional seating including single use seating and benches be added effective June 15; the quarantining of materials will end by July 1; and the Library may offer limited in-person programming effective June 15.

There will be further discussion about moving into Phase 5 of the Reopening Plan at the July Board meeting. This will include rules regarding face masks, returning to full hours, and inside programming.

Tim Dacey reported that some departments in Town Hall will be open to the public by appointment only beginning July 5.

Chris Irovando made a motion to approve the changes to the Reopening Plan and Fred Cassaday seconded. The motion carried.

Strategic Plan Priorities: Due to Covid-19 progress on the Strategic Plan has been delayed. Ms. Cramer is now reviving the process and informed the Board of three priorities as developed through process:

- Welcoming Learners
- Celebrating Our Community
- Outreach, Engagement, and Visibility

OPEN TO THE PUBLIC

Donald Thomas informed the Board that the Friends will be taking donations of recently published books on June 26. The donations will be by appointment only. He reported that book store sales have been good. They are hoping to have a large book sale in the fall.

OTHER

Ms. Cramer shared that she received a note from a member of the staff thanking her for all that she did to keep the staff and library safe during the past year. She said she was able to do this because of the actions of the Board and she thanked them for all their help and support.

CLOSED SESSION

Harry Parra made a motion to move into closed session and Tim Dacey seconded. The motion carried.

Legal issues and personnel issues were discussed.

Lyn Hartmann made a motion to return to open session. Tim Dacey seconded and the motion carried.

Chris Irovando made a motion to approve the personnel transactions and Fred Cassaday seconded. The motion carried.

Retirement

Suzanne Henning, full time, Senior Library Assistant, User Services, effective July 1, 2021.

Promotions

Riya Pednekar, part time Junior Library Assistant, User Services, at \$19.16 per hour, effective June 28, 2021.

ADJOURNMENT

Fred Cassaday made a motion to adjourn the meeting and Harry Parra seconded. The motion carried and the meeting was adjourned at 8:12 p.m.

Secretary

Recorded and prepared by Lee Buttitta