

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

Monday, March 8, 2021

Lyn Hartmann, Vice President, called the meeting to order at 7:34 p.m.

Trustees attending: Harry Parra (joined meeting at 7:36 p.m.), Evelyn Hartmann, Fred Cassaday, Chris Irovando, Tim Dacey

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

The meeting was held via Zoom due to the ongoing state of emergency in New Jersey. Lyn Hartmann 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 indicated that she attended the Friends meeting on March 2. She reported that the Friends are hoping to have a fall book sale.

MINUTES

President Harry Parra asked the Trustees to review the minutes for the regular meeting held on February 8, 2021. Lyn Hartmann made a motion to approve the February minutes and Tim Dacey seconded. The motion carried.

TREASURER'S REPORTS FOR FEBRUARY

Fred Cassaday, Treasurer, reviewed the Fine Account and the Development Account reports for the month of February 2021. Lyn Hartmann questioned why there is a negative balance in the Middlesex County Arts Grant on the Development report. Heidi Cramer explained that the final payment of grant funds has not been received yet. Tim Dacey made a motion to approve the Fine Account and Development reports for February 2021. Lyn Hartmann seconded and the motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR FEBRUARY

Fred Cassaday reviewed the February 2021 (Calendar Year 2020) and February 2021 (Calendar Year 2021) Financial Statements and Disbursements. Chris Irovando made

a motion to approve the Financial Statements and Disbursements for February 2021 (CY 2020) and February 2021 (CY 2021) and Lyn Hartmann seconded. The motion carried.

COMMITTEE REPORTS

Lynn Hartmann asked Tim Dacey when he thought the Township 2021 budget would be approved. He responded that the budget would be submitted on March 9 and would be approved in April.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

Ms. Cramer thanked DPW for their efforts in clearing the snow from library parking lots and walkways during the February storms.

The final part of the roof repair at Kennedy was completed on February 25.

The Children's Room was very cold. Unitemp was able to repair the problem.

The circulation for all of February was through contact free pick up.

The Children's Department presented 14 mini-story times to promote the 1000 Books Before Kindergarten program. 27 children are currently enrolled.

Piscataway Councilperson Chanelle McCullum kicked off the 2nd Annual African American Read-In on February 20.

The library was awarded a \$5,000 grant from Middlesex County for the program *Mirrors and Windows: Literary Arts and Self Reflection for Teens* program.

A check for the initial \$10,000 for the Council of the Humanities grant was forwarded to the township for deposit into a grant account.

Heidi announced that Doug Baldwin received the Librarian of the Year Award from the New Jersey Library Association.

New Jersey Makers Day will take place March 13 to 20. All programs will be virtual. The 23 scheduled events for kids, teens, and adults include demos, workshops and crafts.

OLD BUSINESS

None

NEW BUSINESS

Reopening Library to public: The library has been in Phase 3 of the Reopening Plan since November 21, due to the rising number of COVID-19 cases. The Board had a discussion about returning to Phase 4 and allowing the public to once again enter the buildings. The staff attended a Zoom meeting on February 26 to discuss and address their concerns about reopening. Heidi Cramer indicated that the buildings could be ready to open on March 15. Harry Parra made a motion to return to Phase 4 of the Reopening Plan on March 15 and Tim Dacey seconded the motion. The motion carried.

OPEN TO THE PUBLIC

Donald Thomas from the Friends indicated that he is pleased that the library is going to open to the public.

CLOSED SESSION

Tim Dacey made a motion to move into closed session and Lyn Hartmann seconded. The motion carried.

Fred Cassaday made a motion to return to open session and Tim Dacey seconded. The motion carried.

Tim Dacey made a motion to accept the personnel transactions and Fred Cassaday seconded. The motion carried.

Resignation

Courtney Harris, part time Library Assistant, User Services, effective March 13, 2021.

Promotion

Iris Bagwandeem, full time Senior Library Assistant, User Services, at \$43,181, effective April 5, 2021.

New Hires

Maryellen Bifano, part time Library Assistant, User Services, at \$19.16 per hour, effective March 15, 2021.

OTHER

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Lyn Hartman seconded. The motion carried and the meeting was adjourned at 8:16 p.m.

Secretary

Recorded and prepared by Lee Buttitta