

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

Monday, May 10, 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, Mark Hardenburg

Also attending: Heidi Cramer, Library Director; Lee Buttitta

The meeting was held via Zoom due to the ongoing state of emergency in New Jersey.

ANNOUNCEMENTS

MINUTES

Harry Parra asked the Trustees to review the minutes for the regular meeting held on April 12, 2021. Fred Cassaday made a motion to approve the April minutes and Tim Dacey seconded. The motion carried.

TREASURER'S REPORTS FOR APRIL

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

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR APRIL

Fred Cassaday reviewed the April 2021 (Calendar Year 2020), April 2021 (Calendar Year 2021), and April 2021 State Aid/Grant Financial Statements and Disbursements. Chris Irovando made a motion to approve the Financial Statements and Disbursements for April 2021 (CY 2020), April 2021 (CY 2021), and April 2021 State Aid/Grant. Tim Dacey seconded and the motion carried.

COMMITTEE REPORTS

None

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

Heidi reported that virtual programs are continuing. The Teen program attendance has been higher for virtual programs than it was for in person programs.

A patron contacted the library expressing gratitude that the Library Board approved a statement condemning Anti-Asian Hate and also an Anti-Racism statement. She was pleased that the Board is concerned with matters affecting the Piscataway community.

The library received a \$3,500 grant from the Public Library Association Inclusive Internship Initiative covering training and salary for a teen summer intern.

A grant application has been submitted to the New Jersey Council for the Humanities for their new Community History Program. The program would provide training to the staff in conducting Community History work. The award would be for \$4,000.

Fred Cassaday asked about the NJ Library Community Meeting with the Governor's Office held on May 6. There was no library specific reopening information discussed, but libraries are included in the new capacity limits going into effect on May 19.

Harry Parra inquired if the high temperatures reported at Westergard were an HVAC equipment issue. Heidi indicated that the problem was resolved with an adjustment made by DPW.

OLD BUSINESS

None

NEW BUSINESS

Discussion of Library Reopening Plan: After consulting with some of the staff, Heidi said there are no concerns with lifting capacity restrictions in both buildings. The only places where there would be limits are the Teen Room at Westergard and the Children's room at Kennedy.

Patrons have been calling to ask about places to sit and study in the library. There is currently no seating, except at the public computers. Heidi proposed that a limited number of single seat study carrels be made available. Tables with multiple seats will not be permitted.

Public computer use would no longer require an appointment.

Social distancing rules would still apply and public gatherings would not be permitted.

If approved, the changes would take effect May 19.

Tim Dacey made a motion to approve the changes to the Reopening Plan effective May 19, 2021 and Harry Parra seconded. The motion carried.

Vacation Time Carryover: As a result of the covid pandemic, the Township is allowing up to 15 days of 2021 vacation to be carried over into 2022. All 2020 vacation time must be used in 2021. The Township is also allowing up to 10 days of 2021 vacation to be deposited into employees' ICMA accounts (all 2020 vacation must be used before they can deposit).

Heidi asked that the Board approve the same policy for the library.

Fred Cassaday made a motion to follow the Township Vacation and Carryover Policy for 2021. Lyn Hartmann seconded and the motion carried.

OPEN TO THE PUBLIC

No public present.

CLOSED SESSION

Chris Irovando made a motion to move into closed session and Tim Dacey seconded. The motion carried.

Legal issues and personnel issues were discussed.

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

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

Retirement

Rubina Saleem, part time, salaried, Junior Library Assistant, User Services, effective June 1, 2021

Promotions

Anna Pickoff-White, part time Junior Library Assistant, User Services, at \$19.16 per hour, effective May 17, 2021.

Vinithra Kathirvel, part time, temporary, Teen Intern, Adult Services, at \$15.28 per hour, effective June 1, 2021.

New Hire

Rebecca Berkowitz, substitute Junior Librarian, Adult Services, at \$34.68 per hour, effective May 17, 2021.

OTHER

ADJOURNMENT

Tim Dacey made a motion to adjourn the meeting and Harry Parra seconded. The motion carried and the meeting was adjourned at 8:02 p.m.

Secretary

Recorded and prepared by Lee Buttitta