

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

Monday, October 18, 2021

Lyn Hartmann, Board Vice President, called the meeting to order at 7:33 p.m.

Trustees attending: Lyn Hartman, Fred Cassaday, Chris Irovando, Tim Dacey
Also attending: Heidi Cramer, Library Director; Maggie Serpico, Friends; Lee Buttitta

The meeting was held via Zoom.

ANNOUNCEMENTS

Lyn Hartmann announced that it is National Friends of the Library Week and is happy that Piscataway Friends do such an excellent job.

MINUTES

Fred Cassaday made a motion to approve the September 13, 2021 minutes and Tim Dacey seconded. The motion carried.

TREASURER'S REPORTS FOR SEPTEMBER

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

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR SEPTEMBER

Fred Cassaday reviewed the Financial Statement and Disbursements for September 2021 (CY 2021). Chris Irovando made a motion to approve the Financial Statement and Disbursements for September 2021 (CY 2021) and Tim Dacey seconded. The motion carried. Tim Dacey recommended that Heidi meet with Daniel Lamptey and Vandana Khurana to discuss next year's budget.

Fred Cassaday reviewed the July and September 2021 State Aid/Grant Financial Statement and Disbursements. Tim Dacey made a motion to approve the September

2021 State Aid/Grant Financial Statement and Disbursements. Chris Irovndo seconded and the motion carried.

COMMITTEE REPORTS

Finance Committee: Harry Parra, Lyn Hartmann and Fred Cassaday met with Heidi Cramer and Doug Baldwin on October 7 to discuss the Library budget. Lyn Hartmann, Fred Cassaday, and Heidi Cramer met with Tim Dacey on October 14. Lyn Hartmann informed the Board that for 2022, the $\frac{1}{3}$ of a mil minimum funding will increase by \$420,000 over the 2021 budget. She indicated that the library needs to be thoughtful of how that money is spent next year. It may be a good idea to do some much needed upgrades.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

Heidi reported that the carpet in the Children's Room office and picture book area has been replaced using State Aid funds.

There have been cold temperatures at Kennedy and DPW is working with Unitemp to resolve the issue.

Westergard still leaks during rain storms. DPW has been in contact with the appropriate parties to resolve the issue.

The Children, Teen, and Adult Departments continue to have numerous programs. There are new adult book discussion groups that meet each month. The Children and the Teen Departments reached out to the schools during September to remind teachers of the resources available to students at the library.

Lyn Hartmann visited the "Thinking Money for Kids" exhibit at Kennedy Library and shared that kids were enjoying the various interactive displays.

Both buildings are back to full hours.

OLD BUSINESS

None

NEW BUSINESS

Early voting is taking place at Kennedy Library beginning Saturday, October 23 and ending Sunday, October 31. DPW will be marking designated parking spaces in the lot for voters. The voting machines will be delivered a day or two before voting begins. Schedules have been rearranged so there is staff present during the voting hours that the library is normally closed.

OPEN TO THE PUBLIC

Maggie Serpico reported that the Friends are running a music sale. The book store is bringing in approximately \$400 per month. She is hoping that the Friends will be able to have their regular book sale in April. Maggie announced that she is retiring as president at the end of this year. The current treasurer, Karen Markley, is also leaving at the end of this year.

CLOSED SESSION

Tim Dacey made a motion to move into closed session and Fred Cassaday seconded. The motion carried.

Personnel issues and legal issues were discussed.

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

OPEN SESSION

Chris Irovando made a motion to approve the personnel transactions and Tim Dacey seconded. The motion carried.

Resignations

William Carr, part time, Page, User Services, effective October 8, 2021.

Saanvi Narava, part time, Page, User Services, effective October 8, 2021.

Gia Patel, part time, Page, User Services, effective October 31 , 2021.

Promotion

Nicole Dickinson, part time, Senior Library Assistant, User Services at \$23.73 per hour, effective November 1, 2021.

New Hires

Aparna Rajakumar, part time, Page, User Services at \$12 per hour, effective October 7, 2021.

Janet Samuels, full time, Bookkeeper/Administrative Assistant (Principal Library Assistant), Administration at \$53,148 per year, effective October 25, 2021.

Jackson Healey, part time, Junior Library Assistant, User Services at \$19.55 per hour, effective October 25, 2021.

Samantha Garcia, part time, Junior Library Assistant, User Services at \$19.55 per hour, effective October 25, 2021.

Heneil Patel, part time, Page, User Services at \$12 per hour, effective October 25, 2021.

OTHER

Chirs Irovando announced that Lisa Menasha is the new high school librarian. Chris has arranged for her to visit Kennedy on November 2.

ADJOURNMENT

Fred Cassaday made a motion to adjourn the meeting and Tim Dacey seconded. The motion carried and the meeting was adjourned at 8:18 p.m.

Secretary

Recorded and prepared by Lee Buttitta