

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

Monday, September 13, 2021

Harry Parra, Board President, called the meeting to order at 7:31 p.m.

Trustees attending: Harry Parra, Lyn Hartman, Fred Cassaday, Mark Hardenburg
Also attending: Heidi Cramer, Library Director; Daniel Thomas, Friends; Lee Buttitta

The meeting was held via Zoom.

ANNOUNCEMENTS

MINUTES

Lyn Hartmann made a motion to approve the July 12, 2021 minutes and Mark Hardenburg seconded. The motion carried.

TREASURER'S REPORTS FOR JULY AND AUGUST

Fred Cassaday, Treasurer, reviewed the Fine Account report for the month of July 2021. Harry Parra made a motion to approve the Fine Account report for July 2021. Lyn Hartmann seconded and the motion carried.

Fred Cassaday reviewed the Development Account report of the month of July 2021. Lyn Hartmann made a motion to approve the Development Account report for July 2021 and Mark Hardenburg seconded. The motion carried.

Fred Cassaday reviewed the Fine Account report for the month of August 2021. Harry Parra made a motion to approve the Fine Account report for the month of August 2021 and Lyn Hartman seconded. The motion carried.

Fred Cassaday reviewed the Development Account report for the month of August 2021. Lyn Hartman made a motion to accept the Development Account report for August 2021. Harry Parra seconded and the motion carried.

FINANCIAL STATEMENTS AND DISBURSEMENTS FOR JULY AND AUGUST

Fred Cassaday reviewed the Financial Statement and Disbursements for August 2021 (Calendar Year 2020). Lyn Hartmann made a motion to approve the Financial Statement and Disbursements for August 2021 (CY 2020). Mark Hardenburg seconded and the motion carried.

Fred Cassaday reviewed the Financial Statement and Disbursements for July 2021 (CY 2021). Lyn Hartmann made a motion to approve the Financial Statement and Disbursements for July 2021 (CY 2021) and Harry Parra seconded. The motion carried.

Fred Cassaday reviewed the Financial Statement and Disbursements for August 2021 (CY 2021). Harry Parra made a motion to approve the Financial Statement and Disbursements for August 2021 (CY 2021) and Fred Cassaday seconded. The motion carried.

Fred Cassaday reviewed the July and August 2021 State Aid/Grant Financial Statements and Disbursements. Lyn Hartmann made a motion to approve the July and August 2021 State Aid/Grant Financial Statements and Disbursements. Harry Parra seconded and the motion carried.

COMMITTEE REPORTS

Buildings & Grounds: Heidi Cramer has received requests from staff members to remove the stage in the Kennedy meeting room. Heidi discussed it with the Buildings and Grounds Committee, Tim Dacey, and Jim Ferretti. It was determined that the stage is not being used and is unsafe. Ms. Cramer asked the Board to approve having DPW remove the stage. Harry Parra made a motion to remove the stage in the Kennedy Library meeting room. Fred Cassaday seconded and the motion carries.

Heidi requested that the Finance Committee meet before the October Board meeting to discuss the 2022 budget.

DIRECTOR'S REPORT

Ms. Cramer submitted a written report.

July Report: There were numerous virtual programs in July. Participation in the Summer Reading programs was high, especially among teens.

Merry Jones conducted the first in-person program, Crochet-a-Long, at the library since the beginning of COVID-19. The program was held outdoors and was attended by 32 people.

Window tinting was installed on multiple windows at both Kennedy and Westergard libraries.

August Report: A water main break in Piscataway closed both libraries for 1½ days due to low water pressure. Doorside services were still available to the public.

It was thought that the meeting rooms would be made available for public use in October, but due to the recent increase in Covid cases, that has been delayed.

Heidi received a request from the Township via the Clerk's office to use Kennedy Library as an in-person early voting site. Early voting will take place October 23 - 31.

The new State Librarian, Jen Nelson, and the Deputy State Librarian, Peggy Cadigan visited Kennedy Library on August 25.

There were major condensation issues at Kennedy Library on August 11. Until the building management system software is replaced, the HVAC system cannot be regulated to avoid this.

There were leaks at 4 locations in Westergard Library. DPW indicated the roof leaks will be referred to the legal.

The air conditioning in the Westergard Library meeting room is not working. A new fan will have to be installed.

The library has been awarded \$25,000 in ARPA funds by the New Jersey State Library. The money will be used for audiovisual equipment updates in public program spaces at both buildings.

OLD BUSINESS

None

NEW BUSINESS

Holiday Schedule: Lyn Hartmann made a motion to approve closing the library on Sunday, December 26, 2021 and to approve the proposed 2022 Holiday Schedule. Harry Parra seconded and the motion carried.

Employee Vaccination Status: Heidi Cramer recommended that the library follow the township's policy of collecting COVID-19 vaccination status (vaccine cards) from employees to aid in response to COVID-19 transmission in the workplace and also requiring that new employees provide proof of COVID-19 vaccination before the start of employment.

Harry Parra made a motion to approve the township's policy of collecting COVID-19 vaccination status (vaccine cards) from employees to aid in response to COVID-19 transmission in the workplace and also requiring that new employees provide proof of COVID-19 vaccination before the start of employment. Fred Cassaday seconded and the motion carried.

OPEN TO THE PUBLIC

Donald Thomas reported that the Friends are pleased that the library has returned to full hours. He also indicated that the Friends have not been able to hold any fundraising events.

CLOSED SESSION

Harry Parra made a motion to move into closed session and Fred Cassaday seconded. The motion carried.

Personnel issues and legal issues were discussed.

Harry Parra made a motion to return to open session and Fred Cassaday seconded. The motion carried.

Harry Parra made a motion to approve the personnel transactions and Fred Cassaday seconded. The motion carried.

Retirement

Ederne Olistin, full time, Senior Library Assistant, User Services, effective September 1, 2021.

New Hires

Jenny Lichtenwalner, part time, Librarian, Adult/Young Adult Services at \$34.67 per hour, effective September 14, 2021.

ADJOURNMENT

Fred Cassaday made a motion to adjourn the meeting and Mark Hardenburg seconded. The motion carried and the meeting was adjourned at 8:40 p.m.

Secretary

Recorded and prepared by Lee Buttitta