

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF AUGUST 11 2020**

Present: Neville Arestani (a/7:56), Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik (a/7:20), Suzanne Cason O'Neill, Shannon Peng, Maureen Ruane, David Ye.

Absent/Excused: none.

Also Present: Dominick Bratti (board attorney), Keith McCoy (interim library director), Shanshan Ming (library staff/IT).

The meeting was held electronically due to the coronavirus pandemic, under the terms of NJ Public Law 2020, Chapter 11.

The president called the meeting to order at 7:05 pm. She led the salute to the Flag and read the Open Public Meetings statement. In the absence of the secretary, the interim director was appointed secretary pro tem.

On motion and second (O'Neill/Krauze), the minutes of the meeting of July 14 2020 were approved. On roll call: yes – Krauze, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Meade, Naik.

On motion and second (Krauze/O'Neill), the minutes of the special meeting, including the closed portion, of July 21 2020 were approved. On roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik.

There was no financial report available. Mr. McCoy presented a report on the Trustees Accounts; the report was filed. After asking some questions, on motion and second (O'Neill/Krauze), the board voted to approve the bill list in the amount of \$51,669.83. On roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik. The board asked for some changes in the format.

The board reviewed the interim director's report.

There were no updates or action items under Board or Finances.

Buildings & Grounds: Mr. McCoy reported that the Safety Committee was developing a report on issues to be addressed. With regard to re-opening, the Main and North branches are now open 38 hours/week each, with additional hours and services to be added after Labor Day. Mr. Naik joined the meeting at this time. The new cleaning service has not yet started. There was no new information about the Library Construction Bond Grant application. There is a need to replace one of the library vans, which is about 15 years old.

Services: Mr. McCoy reported another network failure on July 27, and that the recommendation is that we need to upgrade our equipment. He also reported that the library

was closed on August 4 due to Tropical Storm Isaias. A staff task force has developed recommendations on rejuvenating the Clara Barton branch; the board suggested that estimates be developed for painting the interior and exterior, and that the other recommendations be held for the new director. Another task force met to discuss bookmobile services; that report is being written. Another small group met to discuss how the library might respond if the schools do not open as usual in September, due to the coronavirus restrictions. Related to that, Mr. McCoy reported that he had met with Dr. Bragen, the Superintendent of Schools, and that Dr. Bragen would be appointing a staff liaison to facilitate communication between the schools and the library. Mr. McCoy clarified that this liaison had nothing to do with the Superintendent's seat on the Board of Trustees or representation from the Board of Education. The interim director reported that the new website is being finalized, and should be ready by Labor Day. He also reported that e-circulation through LMXAC for the period March through June was up 57.5% over the same period in 2019.

Personnel: The interim director updated the board on current vacancies and staff changes. After discussion about training, certification, and rates of pay, on motion and second (Massey/Ye) the board approved increasing the base wage rate for the security guards by \$.50/hour, effective August 6; on roll call: yes – Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani. On motion and second (Massey/O'Neill) the board approved the title and job description for Supervisor of Circulation and Information Technology; on roll call: yes –Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani.

Mr. Arestani joined the meeting at this time.

New Director Search: The Search Committee met on July 28 and August 6. Job descriptions were developed for director and assistant director, with a recommendation that the latter be held for further discussion until a new director has arrived. On motion and second (Massey/Ruane) the board approved the job description for Library Director; on roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none. The job description will be given to Pro Libra Associates to post on a variety of library job websites.

There were no other Board Committee reports. There was no unfinished business to discuss. There was no new business. The interim director was asked to look into the cracks in the Children's restrooms at North. It was also recommended by the board that we make the public aware that the meeting rooms will not be available for public use for the foreseeable future.

Public Comment was enabled by monitoring a special email account. There were no public comments received during the allotted time.

There being no other business, on motion and second (Krauze/Arestani) it was voted to adjourn at 8:06 pm.

W. Keith McCoy, Secretary pro tem