

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF SEPTEMBER 8 2020**

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Suzanne Cason O'Neill, Shannon Peng, Maureen Ruane, David Ye.

Absent: Neville Arestani, Vasant Naik.

Also Present: Dominick Bratti (board attorney), Samip Joshi (Council liaison) Keith McCoy (interim library director), Shanshan Ming (library staff/IT), Robbie Robbins (library staff/B&G).

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 7:03 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/Ruane), the minutes of the meeting of August 11 2020 were approved. On roll call: yes – O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Krauze, Meade, Naik.

There was no financial report or Trustees Accounts report available. After asking some questions, on motion and second (Krauze/O'Neill), the board voted to approve the bill list in the amount of \$109,191.39. On roll call: yes – Krauze, O'Neill, Peng, Ruane, Ye, Massey; no – none; abstain – Meade; absent – Arestani, Naik.

The board reviewed the interim director's report.
There were no updates or action items under Board.

Finances: The board voted, on motion and second (Krauze/O'Neill), to approve an increase in the lost card fee from \$1.00 to \$5.00; on roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik. The interim director reported that some donations had been received in memory of long-time senior library assistant Juanita Mier, and that the staff at North had decided to purchase a small sculpture about children reading with the funds.

Buildings & Grounds: With regard to re-opening, the Main and North branches are, as of today, open 39 hours/week each and are allowing more people to be in the building, and Clara Barton is open for 19 hours/week. Some minor updates and improvements are taking place at Clara Barton, as well. The new cleaning service started August 27. The Library Construction Bond Grant application was discussed. Mr. McCoy expressed some concerns about the funding of the project; the board asked him to send them information about the costs. Mr. McCoy also updated his report on the library van, with the quote from the purchasing co-op for \$24,078.35.

The board voted, on motion and second (O'Neill/Krauze), to purchase the van, with costs not to exceed \$30,000; on roll call: yes – Krauze, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Meade, Naik.

The interim director also presented a proposal to renovate the program room in the Children's Dept. at Main. The board voted, on motion and second (Massey/Ruane), to purchase the furniture and equipment on state contract from Demco, at a cost not to exceed \$10,000; on roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik. Mr. McCoy had anticipated a similar state contract quote for new floor covering for the area, but since it had not arrived in time for the meeting, he pulled that motion. He also reported that the settling problem in the North restrooms had stabilized, and that Mr. Robbins would fix the cracks.

Services: Mr. McCoy reported another network failure on August 18, and that he had extended the contract with Zenith Resources for up to 30 hours for repairs and recommendations. No updates were available from the Safety Committee or the Bookmobile committee. The new website went live on September 2. The board voted, on motion and second (Krauze/Peng), to approve the 2021 Holiday Calendar; on roll call: yes – Krauze, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Meade, Naik. In response to a question, Mr. McCoy said he would have the 2021 board of trustee meetings dates ready for approval at the December meeting.

Personnel: The interim director updated the board on current vacancies and staff changes. On motion and second (Massey/Krauze) the board approved restoring the titles of senior librarian and senior library assistant; on roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik.

New Director Search: The report from the Search Committee was received. There were no action items, and no discussion.

There were no other Board Committee reports. There was no unfinished business to discuss. There was no new business. Board members commented about the website, the opening of the schools, and the HVAC system maintenance.

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/O'Neill), it was voted to adjourn at 7:47 pm.

W. Keith McCoy
Secretary pro tem