

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF OCTOBER 13 2020**

Present: Neville Arestani (a/7:35), Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik (a/7:18), Suzanne Cason O'Neill, Shannon Peng (a/7:07), Maureen Ruane, David Ye.

Absent: none.

Also Present: Dominick Bratti (board attorney), 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 7:02 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 (Krauze/Meade), the minutes of the meeting of September 8 2020 were approved. On roll call: yes – Krauze, Meade, O'Neill, Ruane, Ye, Massey; no – none; absent – Arestani, Naik, Peng.

There was no financial report available. Ms. Peng arrived at this time. The board received the Trustee Account reports for August and September, in a slightly revised format; the board asked for some additional format changes. After asking some questions, on motion and second (O'Neill/Krauze), the board voted to approve the bill list in the amount of \$201,790.27. On roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik.

The board reviewed the interim director's report.

Board: Four trustees will attend the State Library's Trustee Institute.

Finances: The interim director reported that figures from the State Library had been released, and that our minimum funding for 2021 would be \$6,010,880, down \$317,047 from 2020 but still an increase over 2019. He also reported that the library had filed for a county history grant, in the amount of \$10,000 with a 20% match, to continue digitizing historical materials.

Buildings & Grounds: A report from the Safety Committee was distributed to the board. No further issues with reopening were reported. No further information regarding the Library Construction Bond grant was available. Mr. Naik arrived at this time. After discussion and on motion and second (Krauze/O'Neill), the board approved a contract with Clancy Relocation for \$4260, to move shelving between floors at the Clara Barton Branch. On roll call: yes – Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani.

The interim director also reported that the Clara Barton branch needed exterior repainting, and recommended that CertaPro Painters be hired for \$6888.99, plus up to 10 hours at \$75/hour for exterior repairs. Mr. Arestani arrived at this time. On motion and second (Massey/Krauze), the board approved the contract. On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none.

At the Main branch, the board had previously approved the purchase of new furniture and equipment for the Children's program room. Mr. McCoy recommended the installation of new flooring in the room, by Commercial Interiors Direct at a cost of \$5898.12. On motion and second (Naik/Meade), the board approved the contract. On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none. He also reported that staff were working with Creative Library Interiors to renovate the YA space at Clara Barton and the staff work area at Main; the board suggested that the latter should wait until we know about the state construction grant. There were reports on on-going repairs, and a potential Eagle Scout project.

At the North Edison branch, Mr. McCoy presented a proposal to re-carpet the new Local History Room, due to the poor condition of the floor. On motion and second (Massey/Naik), the board approved the installation of new flooring in the room, by Commercial Interiors Direct at a cost of \$3210.95. On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none.

Services: Mr. McCoy reported continuing problems with the computer network, and outlined steps that were being taken to address the issues; there was some discussion about this. He also reported that the library was moving ahead with replacing all the Windows 7 computers and installing cameras on certain staff workstations. A report from the Bookmobile Committee was distributed; the president asked to have discussion about it at the November meeting. The interim director also reported that we may have to contribute to statewide delivery in 2021.

Personnel: The interim director updated the board on current vacancies and staff changes, and that there was a new employment application on our website.

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

The Search Committee reported was postponed to later in the meeting. There were no other Board Committee reports. There was no unfinished business to discuss. There was no new business. Board members commented about the trash being dumped at North and Main and the need for more security, about the ballot box placed at North, and public information about the pandemic. The board president asked the trustees to attend the Trustees Institute this Saturday even if they did not sign up initially. Now that it's being held online and the Library has registered, all of us may attend. She reminded everyone to check out the Library's excellent voting video.

New Director Search: On motion and second (Massey/Krauze), the board voted by resolution (attached) to go into closed session at 8:23 pm to discuss the report from the Search Committee. On roll call: yes – Arestani, Krauze, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Meade.

On motion and second (O'Neill/Naik), the board returned to open session at 8:46 pm. On motion and second (O'Neill/Massey), the board voted to set October 27 and 28 as special closed meetings to interview finalists for the position of library director. On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none.

There was additional discussion about the planned revision of the bylaws and the dates of upcoming meetings. The board president said that she had asked the Policy Committee and the interim director to do this review. Any proposed revisions would be distributed to the board in advance of the next meeting.

There being no other business, on motion and second (Krauze/Naik), it was voted to adjourn at 9:09 pm.

W. Keith McCoy
Secretary pro tem