

**MINUTES  
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES  
MEETING OF NOVEMBER 10 2020**

Present: Neville Arestani (a/7:10), Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik (a/7:10), Suzanne Cason O'Neill, Shannon Peng (a/7:13), Maureen Ruane, David Ye.

Absent: 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 7:04 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/Meade), the minutes of the meeting of October 13 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. The board received the Trustee Account reports for October, and filed them for audit. Messrs. Arestani and Naik arrived at this time. After asking some questions, on motion and second (Krauze/Meade), the board voted to approve the bill list in the amount of \$44,707.74. On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Ruane, Ye, Massey; no – none; absent – Peng.

The board reviewed the interim director's report. Ms. Peng arrived at this time.

Board: There was a report from the attendees of the State Library's recent Trustee Institute.

Finances: The interim director reported that work was beginning on producing financial reports for the board, and on the 2019 audit, now that office staff were in place.

Buildings & Grounds: The Supervisor of Buildings and Grounds continues to be unhappy with the work of new cleaning service, and so we are costing out what the expense of doing the cleaning ourselves would be. Mr. McCoy reported that the first round of grants for the state's Library Construction Bond Grant had been awarded, apparently at full funding, and that Edison was not on the list; a second round will be announced in January. The shelving at the Clara Barton Branch was moved, and exterior painting is about to begin. Progress on improvements at North and Main was reported on.

Services: Mr. McCoy reported that, after analysis, he had cancelled the T-mobile hotspot lending program.

Personnel: The interim director updated the board on current vacancies and staff changes. He recommended adoption of a starting salary chart. After some discussion, on motion and second (Massey/Ruane), the board voted to approve the chart. On roll call: yes – Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani.

Committees: The Policy Committee presented a set of revisions to the bylaws. There was extensive discussion about input into the revisions, and the continued inclusion of Article III, Section I. Mr. Bratti ruled that only the proposed revisions, which had been distributed ten days in advance of the meeting, could be voted on; other changes needed advance notice. On motion and second (Krauze/Ruane), the board voted to approve the proposed revisions. On roll call: yes – Krauze, Meade, O'Neill, Ruane, Massey; no – Arestani, Naik, Peng, Ye; absent – none.

Public Comment was enabled by monitoring a special email account. There were no public comments received during the allotted time. There was no Unfinished Business. Under New Business, the interim director responded to questions about CARES funding, and use of the library by returning patrons.

New Director Search: On motion and second (Massey/Naik), the board voted by resolution (attached) to go into closed session at 8:33 pm to discuss the report from the Search Committee. On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none.

On motion and second (Ruane/Krauze), the board returned to open session at 9:56 pm; On roll call: yes – Arestani, Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – none. By consensus, the board agreed to hold a special meeting on November 18 to continue the interview of finalists for the position of library director.

There being no other business, on motion and second (Ruane/Meade), it was voted to adjourn at 9:57 pm.

W. Keith McCoy  
Secretary pro tem