

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

Present: Neville Arestani (a/7:35), Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik, 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).

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. The interim director was appointed secretary pro tem.

Ms. Peng arrived at this time. On motion and second (Meade/Naik), the minutes of the meeting of November 10 2020 were approved. On roll call: yes – Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani.

The board reviewed the financial statements for the first two quarters of F2020, but deferred discussion until the January meeting. The board received the Trustee Account reports for November, and filed them for audit. After a few questions, on motion and second (O'Neill/Krauze), the board voted to approve the bill list in the amount of \$44,984.68. On roll call: yes –Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; abstain – Naik; absent – Arestani.

The board reviewed the interim director's report.

Board: On motion and second (Massey/Krauze), the board set the date for the January 2021 reorganization and regular meeting. On roll call: yes –Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani. On motion and second (Krauze/ O'Neill), the board approved waiving the requirement for a biannual Libraries of Middlesex membership meeting. On roll call: yes –Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani. The interim director presented a Petty Cash Policy for approval. The board attorney ruled that it did not need to be introduced at one meeting and passed at a second meeting. Mr. Arestani arrived at this time. On motion and second (Massey/Ruane), the board approved the policy. On roll call: yes –Krauze, Meade, Naik, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani.

Buildings & Grounds: The upgrade to the security system is complete. Exterior painting at the Clara Barton Branch is underway, weather permitting, and a design for a teen area was

distributed; no action was taken. The Children's Program Room at Main has been completely renovated and is ready for use.

Services: Mr. McCoy reported that several of our supervisors met with the librarians from the Edison public schools to discuss ways we could help them, that it was a productive meeting, and that more are planned. Live Chat Reference was added to our services to the public, as were large screen monitors at all circulation desks which will advertise our programs. A new talking books collection for young children was introduced at all three locations.

Personnel: The interim director updated the board on current vacancies, staff changes, and issues. He asked the board for advice on how to celebrate the staff in lieu of a year-end luncheon, and after discussion, it was decided that a small bag of cookies now and a promise to have a luncheon in Spring 2021 would be the way to thank the staff.

Committees: The Search Committee presented the recommendation that Allan M. Kleiman be appointed director of the Edison Public Library, pending successful completion of the required drug and alcohol test, effective January 11 2021 at a salary of \$138,000, as outlined in the advertised job description. Based on the discussion at the special board meeting of November 18 2020, a background check and a conditional offer had been made, and successfully completed. Mr. McCoy explained that normally it takes 6-8 weeks for any prospective employee to get tested, and that we had managed to get a quicker appointment for Mr. Kleiman after the special board meeting, but not in time for this meeting. Mr. Bratti explained that, should Mr. Kleiman not pass the remaining test for some reason, the offer would be automatically withdrawn. After much discussion, and on motion and second (Massey/Krauze), the board appointed Mr. Kleiman as the new director. On roll call: yes –Krauze, Meade, O'Neill, Ruane, Massey; no – Arestani, Naik, Peng, Ye; absent – none. In conversation with the board president, Mr. Kleiman has requested that Mr. McCoy stay on after January 11 as the interim assistant director. After further discussion, and on motion and second (Massey/Krauze), the board approved a contract with Pro Libra Associates for interim administrative services, at the rate of \$75/hour for up to 30 hours/week, through April 30 2021. 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, New Business, or Announcements.

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

W. Keith McCoy  
Secretary pro tem