

**4/27/20 MINUTES OF THE REGULAR VIRTUAL MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

The Library Board held a virtual Board meeting on Monday, April 27, 2020. Notice of this meeting was posted in the Daily Record. The Library posted through an ad in the Daily Record and on the Library website and invited the public to email questions and comments for the public session.

President Ellen Waldman called the meeting to order at 7PM.

II. ROLL CALL

Present: All Board members, Jayne Beline, and Emily Peterson.

III. APPROVAL OF AGENDA

MOTION: To approve the agenda made by Joseph Weisberg and seconded by Herb Levine. **All ayes. Motion carried.**

IV. APPROVAL OF MINUTES

MOTION: To approve the 3/19/20 Minutes of the Library Board of Trustees Meeting made by Roe Merola and seconded by Fred Preston. **All ayes. Motion carried.**

V. PUBLIC HEARING

Jayne Beline reported that the Friends are investigating selling books online. Roe Merola added that the Friends are encouraging everyone to purchase items from Boon Supply for their virtual fundraiser.

VI. REPORTS

A. Finance

There was a discussion about how we are doing financially. The Library has lost fines, fees, printing income but this is offset to a degree by a reduction in our utility bills.

We are monitoring the concern that the state will not have the ability to distribute funds to the municipalities. This matter was discussed during a webinar sponsored by the NJLTA that Jayne attended today. Michael Cerone, the attorney who presented the webinar said that if the Towns see a significant decrease in revenue, they might refuse to pay the 1/3 of a mil mandate to the Library. However, he thinks the 1/3 of a mil mandate should be held in a separate fund and that the

municipalities should be able to float a tax anticipation note. He said that it is estimated that 60% of the property taxes paid to the Towns are through mortgage companies.

Jayne recommended that the Library tell the Township to deduct the Sundays that we were not open from their allocation for Sunday hours.

Joseph Weisberg discussed other challenges that public entities are facing and urged us to be cautious and watchful.

The webinar will be archived. Once it is, Jayne will distribute the link to the Board.

B. Buildings and Grounds

1. *Grant*

Jayne discussed the challenges of writing the grant without having the ability to meet in person with the architect. Herb Levine asked whether or not the grant would be funded. Jayne said that many Library Boards are also wondering about this, but the latest feeling is that because the money was bonded and the bond voted on by New Jersey citizens, it is likely that it will be funded.

2. *Reopening*

Subcommittees were appointed, chaired by different managers of the Library's leadership team. Items were discussed such as beginning with curbside service; whether or not to open all branches at the same time; how to treat books when they are returned; sneeze guards; staff shift changes; regulating the number of people visiting the Library; moving furniture to accommodate social distancing; requiring all staff and public to wear gloves and masks in the building.

Jayne will bring back recommendations from the leadership team and any guidance shared by LibraryLinkNJ, the New Jersey State Library and MAIN. Ellen said that the Library Board will weigh these options with a recommendation from Jayne to make a decision about what the Library reopening will look like

C. Personnel

Jayne Beline and Maria Crawford have both postponed their retirements. The Board will plan on advertising for the Library Director position in mid-May with the hope that social distancing can occur and in person interviews take place in June.

Jayne asked that the Board vote to expand the Library's essential positions to include all of the professional librarians; the van driver; and web master. She explained that those positions are necessary to continue to offer virtual Library services. The Board approved this recommendation through resolution.

Research was conducted by Jayne concerning personnel issues. She attended 2 webinars with information shared by 2 attorneys, respectively and she spoke to the Library's legal counsel. All 3 attorneys agreed that any personnel decisions are

governed by Civil Service. Jayne also spoke to Business Administrator Keith Kazmark and emailed the Township's HR coordinator.

D. Policy

There is no report.

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 243 dated 4/27/20 made by Joseph Weisberg and seconded by Fred Preston. **All ayes. Motion carried.**

B. The Library Board was informed about the latest posting on the Library's YouTube channel and encouraged to view the Library's Facebook videos. The Board complimented the staff for bringing virtual resources to the public.

C. Ellen and Jayne asked how everyone and their families were doing. Some of our Board members mentioned the challenges of teaching at home.

IX. ADJOURNMENT

MOTION: To adjourn the meeting made by Joseph Weisberg. Meeting adjourned at 7:30PM with a wish that everyone stays safe and healthy. **Motion carried.**