

**5/18/20 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, May 18, 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: Ellen Waldman, Fred Preston, Herb Levine, Ilana Scherer, Joseph Weisberg, Rosemarie Merola, Mary Kane, Sushmita Sharma, Jayne Beline, and Emily Peterson.

Absent: Hait Leuva

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 4/27/20 Minutes of the Library Board of Trustees Meeting made by Roe Merola and seconded by Fred Preston. **All ayes. Motion carried.**

V. PUBLIC HEARING

Mr. Peter Hudelmaier emailed to ask why the Library could not provide curbside service, particularly when retail establishments were providing curbside. The Board agreed that Jayne Beline should send an email to Mr. Hudelmaier explaining that the Library is waiting for Governor Murphy to lift Executive order 107 and permit Libraries to offer curbside service.

VI. REPORTS

A. Finance

The Library staff is concerned about handling money once we are reopened to the public. Fines and fees are not due until June 30th per MAIN policy. Our plan is to place a box for exact change fines and also give people the option to pay with Square once their fine reaches \$5.

B. Buildings and Grounds

The Board discussed the proposed Library Reopening policy in detail. The safety of the staff is of primary concern to the Board. The Board agreed to approve the policy and to permit the Library staff to begin Phase 2 of the reopening plan, beginning on May 26th.

Phase 2 will bring the staff into the Library in limited numbers and in teams. Some of the staff will continue to work from home.

MAIN will be setting protocols for holds but delivery will not begin again until September.

Jayne explained how books will be quarantined. Ilana Scherer asked about using UV lights to disinfect books. Ilana will share this information about these procedures with the Board.

C. Personnel

One of the applicant finalists for the Human Resources coordinator job is still interested in applying for the position. Ms. Beline told her that we would be setting up interviews in mid-June.

Jayne sent the HR coordinator ad to the municipal department heads to see if they knew of anyone interested. The ad was also sent to the HR coordinators at the Princeton and Somerset County libraries.

Ads were posted on various Library listservs and state job hotlines for the Library Director position today.

D. Policy

Attorney Douglas Zucker is drafting a thermometer testing policy. Once the draft is received I will share the policy with Policy chairperson, Roe Merola.

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 244 dated 5/18/20, with the addition of a motion to approve the Library's reopening plan, made by Herb Levine and seconded by Fred Preston. **All ayes. Motion carried.**

B. New Business

Roe Merola asked about the Zoom yoga classes. Jayne explained that participants

asked for this class and that she was happy to offer this program to the public, adding that the Library's PR coordinator, Jean Embler, sent an email asking participants to pay for the classes they are attending.

Herb Levine talked about all the good will that those classes have generated.

Herb also encouraged the Library to publicize all of our wonderful virtual programs. Mary Kane reported that the media specialists are all aware of the postings and students and their parents are encouraged to view the Library's Facebook page. Jayne mentioned how helpful Peter Koerella, the Township public relations person, has been in publicizing the Library's virtual programs and YouTube channel.

The Board praised the staff for working so hard to connect with the public.

Council member Emily Peterson said that she would make an announcement about the services the Library is offering as part of her report to Township Council.

IX. ADJOURNMENT

MOTION: To adjourn the meeting made at 7:45PM. ***Motion carried.***