

**6/22/20 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, June 22, 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, and Jayne Beline.

Excused: Emily Peterson

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the 5/18/20 Minutes of the Library Board of Trustees Meeting made by Joseph Weisberg and seconded by Fred Preston. *All ayes. Motion carried.*

V. PUBLIC HEARING

Jayne Beline reported that she is keeping the Friends informed concerning how we are progressing with our reopening procedures.

VI. REPORTS

A. Finance

Jayne reported that the Library has lost some income with fines and fees suspended. Personnel is in a flux, so salary costs may change and be reduced for a time.

Jayne is planning to ask the auditor to conduct the audit in August.

We were notified that the Township will not be funding Sunday hours, so we will discontinue Sunday hours for the year.

B. Buildings and Grounds

Reopening Plan

On June 15th, we entered phase 3: curbside service. It is very popular. During this time, the staff will begin working on Phase 4.

We have had many interesting building related occurrences happening in our buildings, most notably the spider whose super web weaving resulted in burning out one of our rooftop HVAC units.

One maintenance man is on leave, so we will be bringing in the firm that cleans the PAL.

C. Personnel

HR Coordinator

Herb Levine came into the library and, together with Maria Crawford and Jayne, conducted interviews with a perspective HR candidate. They were masked and 6ft apart. This candidate is not the person needed for this job.

We are now advertising for the HR coordinator position on SHRM. Herb also suggested that we advertise on LinkedIn.

Director Search

The search committee will meet on Monday, June 29th via Zoom.

D. Policy

Roe Merola, policy chairperson, and Jayne will draft a new Rules of Conduct policy and a new vacation carryover policy to bring to the Board.

VII. UNFINISHED BUSINESS

There was no unfinished business.

VIII. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 245 dated 6/22/20 made by Joseph Weisberg and seconded by Fred Preston. **All ayes. Motion carried.**

IX. CLOSED SESSION

Resolution to go into closed session to discuss personnel matters made by Joseph Weisberg and seconded by Rosemarie Merola. **All ayes.**

Resolution to come out of closed session made by Joseph Weisberg and seconded by

Rosemarie Merola. ***All ayes.***

X. ADJOURNMENT

MOTION: To adjourn the meeting made by Joseph Weisberg. Meeting adjourned at 7:45PM. ***Motion carried.***