

**7/27/20 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, July 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.

The meeting was called to order at 7PM.

II. ROLL CALL

Present: Herb Levine, Hait Leuva, Rosemarie Merola, Fred Preston, Ilana Scherer, Sushmita Sharma, Joseph Weisberg, Ellen Waldman, Emily Peterson, and Jayne Beline.

Excused: Mary Kane

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 6/22/20 Minutes of the Library Board of Trustees Meeting made by Joseph Weisberg and seconded by Fred Preston. ***All ayes. Motion carried.***

V. REPORTS

A. Finance

Jayne reported on the budget, comparing the first six months of last year's budget with the first six months of 2020. She explained that we experienced a decline in some of our major income areas such as fines and fees, meeting room fees, yoga payments, and printing fees.

Comparing the 2020 income over last June, there is a decrease in these categories of \$14,229. Since the employer share of pension payments have already been made to the Township (last year they were made in the final quarter due to a bill delay), budget expenditures were \$170,635 more than last year.

Jayne explained that collection purchasing is suspended for an indefinite period. She is concerned about any effect the state's COVID expenses may have on local government cash flow, which in turn could affect the Library's budget.

Ms. Beline said that her successor should understand that this budget year will be an anomaly.

B. Friends of the Library

Friend's co-presidents Peggy Smith and Marie Schott met with Jayne to discuss some volunteer options for the Friends. The Friends are looking forward to coming back into the Library to volunteer but she feels it is too soon and she is concerned about their safety. The three of them will meet again in September.

The Friends were surprised to see that the Little Nook had been temporarily removed, but the area is needed as a job searching section.

C. Buildings and Grounds

The reopening of the Main Library went well on July 20th. A violinist from Mount Tabor added a feeling of calm to the opening. Most people just came to get their books, say hello to the staff, and then leave. The Library is still offering curbside pickup.

The Lake Hiawatha Branch remains open for curbside only.

D. Personnel

Jayne Beline reported that Melanie Allerdings joined the Library staff as the new HR coordinator, effective July 21st. Melanie has significant HR experience with payroll, the pension system, and working for a public entity, having most recently worked for the Morris County Parks.

On behalf of the search committee, Ellen Waldman reported that the Board is ready to schedule in person, finalist interviews. Interview sites were discussed. Council member Peterson suggested that the Board should see if the PAL is available. Jayne will pursue this option and get back to the Board with the details. The Board also discussed interview dates for the second interviews.

E. Policy

Through the director's bulletin, the Board will be asked to approve the following policies: Adding a paragraph about COVID-19 to the sick leave policy; adding procedures about employee travel and vacation during the pandemic.

VI. NEW BUSINESS

A. Approval of Director's Bulletin

MOTION: To approve the Directors Bulletin Number 246 dated 7/27/20 made by Roe Merola and seconded by Fred Preston. **All ayes. Motion carried.**

VII. ADJOURNMENT

MOTION: To adjourn the meeting made by Fred Preston and seconded by Roe Merola. Meeting adjourned at 7:45PM. **Motion carried.**