

**11/23/20 MINUTES OF THE REGULAR MEETING
OF THE PARSIPPANY-TROY HILLS LIBRARY BOARD OF TRUSTEES**

I. CALL TO ORDER

The Library Board held an in-person meeting on Monday, November 23, 2020. Notice of this meeting was in the January 20, 2020 issue of the Daily Record and posted on the Parsippany Library website, parsippanylibrary.org.

The meeting was called to order at 7PM by President Ellen Waldman.

II. ROLL CALL

Present: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Mary Kane, Joseph Weisberg, Ellen Waldman, Emily Peterson, Cindy Czesak.

Excused: Sushmita Sharma

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: To approve the 10/26/20 Minutes of the Library Board of Trustees Meeting made by Rosemarie Merola and seconded by Fred Preston. **All ayes. Motion carried.**

V. PUBLIC HEARING

The meeting was opened to the public at 7:05PM.

A. Friends of the Library

Rosemarie Merola reported for the Friends.

1. All 60 wreaths were sold.
2. The Friends will be sending a complete report on the year's activities.

VI. REPORTS

A. Finance

Cindy reported that she met with the Township to discuss the budget. The Mayor was present. The budget was discussed to fund above the \$35,000 for Sunday funding. The 2019 Sunday expenditures was \$25,000. Cindy is waiting to hear the results of the meeting. Emily offered to go to the township with the full numbers.

B. Buildings and Grounds

The bond was approved for the Lake Hiawatha library. It may take several months for the funds to come through. Cindy told the architect that we received the bond

and will meet with them after Thanksgiving. Fred asked if he should attend that meeting. Joe said the Building and Grounds committee should meet with the architect too.

There was a state HVAC inspection on the expansion tank. The Library received a quote for \$5500. Additional quotes will be needed and the town will help with that.

Some progress is being made with Mt. Tabor. The Camp Meeting Association will have a meeting with the township. In the past, it was agreed that the town would pay a \$1 rent per year and the town would maintain the building. The CMA is still sending invoices for rent which total over \$19,000 so far. The attorneys are hopefully discussing the issues.

The opening of the public restrooms was discussed again.

Some topics included were:

The HVAC air circulation; measuring the air flow in the bathrooms; disabling the air dryers and use paper towels; "use at own risk signs"; bathrooms cannot be cleaned after each use.

Also discussed was what would the procedure be if there was a positive COVID case. Would the building close for 2 weeks or be cleaned and reopen. Protocols were talked about, and if the Library would have temperature checks.

The AARP tax assistance program will have some guidelines. The patron would have to call and make an appointment before they come in to meet with the Tax counselor.

There will be an auto-renewal program for books beginning in January.

C. Personnel

Cindy included 2020/2021 salary ranges. These are per Jayne's direction. These can be voted on in December and there will be a personnel evaluation process.

Some modifications were made to the Library Directors job description and salary range. The Board will go into closed session to discuss the salary.

Holiday weekends, the library will be closed. The library will be closed on Saturday 12/26/20 and Saturday 1/2/21. Staff will not get paid time off and these days will not be called "holidays."

PANDEMIC SERVICES UPDATE:

Curbside pickup has been moved to the front of both library buildings instead of out in the parking lot.

Returned library materials are now quarantined for 7 days instead of 3 days.

We are no longer insisting on reservations for computer use.

There was concern from the staff because some patrons aren't wearing masks. They must be told to put a mask on or leave the building. The staff can then offer to help the patron outside the building.

D. Policy

Cindy wants to include a modified inclement weather policy. The decision to close must be made by 7AM and there will be a phone chain to notify the staff. This information will also be on the website. Also, if an employee can't make it into work because of snow, they will have to use their personal time.

E. Technology and Strategic Planning

No report.

VII. UNFINISHED BUSINESS

Add the policy to the Directors Report.

VIII. OLD BUSINESS

No old business.

IX. CLOSED SESSION

Motion to go into closed session made at 7:45PM.

WHEREAS, these matters would be more appropriately discussed without the attendance of the public, and

WHEREAS, the Library Board of Trustees believes that the substance of the discussion conducted at this closed session may be made known to the public at the conclusion of this closed session,

NOW, THEREFORE, BE IT RESOLVED, that pursuant to the provisions of Section 7 of the Open Public Meetings Act of 1975, the public shall be excluded from attendance and participation in the discussions by the Library Board of Trustees of the above matters, and it is further RESOLVED that the Library Board of Trustees undertake to make available to the public the substance of the discussion conducted in this session at the conclusion of the closed session.

A discussion took place regarding hiring Bill Harrison to act as Librarian in Charge when Cindy Czesak is not available. It was agreed that he would be paid a \$500 stipend per month until the new Director position is permanently filled.

A vote was taken and it was all ayes.

MOTION: To approve the \$500 monthly stipend.

AYES: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Dana Sarno, Sushmita Sharma, Joseph Weisberg, Ellen Waldman.

MOTION: To come out of closed session at 7:55PM made by Ellen Waldman and seconded by Joe Weisberg.

X. NEW BUSINESS

A. Approval of Director's Bulletin With Changes

Remove "Library Director" from the Bulletin.

MOTION: To approve the Directors Bulletin Number 249 dated 11/23/20 made by Fred Preston and seconded by Hait Leuva.

AYES: Rosemarie Merola, Fred Preston, Herb Levine, Hait Leuva, Ilana Scherer, Dana Sarno, Joseph Weisberg, Ellen Waldman. **Motion carried.**

XI. ADJOURNMENT

The next meeting will be via Zoom on December 21, 2020.

MOTION: To adjourn the meeting at 7:55 PM made by Ellen Waldman and seconded by Hait Leuva. **Motion carried.**