

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING OF JULY 21 2020**

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik (a/7:45), Suzanne Cason O'Neill, Shannon Peng (l/8:00), Maureen Ruane, David Ye.

Absent/Excused: Neville Arestani.

Also Present: Dominick Bratti (board attorney), Keith McCoy (interim library director), Shanshan Ming (library staff/IT).

The meeting was held electronically due to the coronavirus pandemic, under the terms of NJ Public Law 2020, Chapter 11.

The president called the meeting to order at 7:03 pm. She led the salute to the Flag and read the Open Public Meetings statement. In the absence of the secretary, the interim director was appointed secretary pro tem. Ms. Massey read a resolution (attached) to go into closed session; a question was raised as to the necessity for meeting in closed session, and it was determined that it was appropriate. On motion and second (Massey/Krauze) it was voted by voice vote to go into closed session at 7:06 pm.

On motion and second (O'Neill/Krauze), it was voted to return to regular session at 8:16 pm. No actions were taken at this meeting as a result of the closed session.

Public Comment was enabled by monitoring a special email account. There were no public comments received during the allotted time.

There being no other business, on motion and second (Krauze/O'Neill) it was voted to adjourn at 8:18 pm.

W. Keith McCoy
Secretary pro tem

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING OF JULY 21 2020
(closed portion)**

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik (a/7:45), Suzanne Cason O'Neill, Shannon Peng (l/8:00), Maureen Ruane, David Ye.

Absent/Excused: Neville Arestani.

Also Present: Dominick Bratti (board attorney), Keith McCoy (interim library director), Shanshan Ming (library staff/IT).

On motion and second (Massey/Krauze) it was voted by voice vote to go into closed session at 7:06 pm.

The first discussion item was a proposed reorganization of the library staff. Mr. McCoy presented two charts, one of the staff as of March 2020, and one with the proposed changes. He noted that, among the reasons for the proposal, too many people reported to just two supervisors, specifically the director and the Coordinator of Children's Services. The proposal would break the supervision of staff into smaller groups. The proposal also creates more uniform titles, has persons in supervisory titles actually supervise someone, and emphasizes services across branches rather than the branches themselves. There was a question as to whether this was the right time to do this. The consensus was that the reorganization should proceed as proposed.

The second discussion item was the search process for a new director. Mr. McCoy supplied the board with data about comparable library communities, the job description for director from NJ Civil Service, a recent advertisement for a new director, and a proposed time line. Questions were asked about the data, about the make-up of the search committee, and the proposed salary level. The president appointed Mmes. Krauze and O'Neill, Messrs. Ye and McCoy, and herself as the Search Committee; they will meet prior to the August board meeting to draft a job description and an advertisement, and finalize the process timeline.

On motion and second (O'Neill/Krauze), it was voted to return to regular session at 8:16 pm.

W. Keith McCoy
Secretary pro tem

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE EDISON TOWNSHIP FREE PUBLIC LIBRARY
TO HOLD A CLOSED SESSION**

WHEREAS the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) provides for the exclusion of the public at Board of Trustees meetings during the discussion of certain matters; and

WHEREAS prior to the exclusion of the public from a Board of Trustees meeting it is required that the Board adopt a Resolution stating the general nature of the subject to be discussed and stating as precisely as possible the time when the minutes of the discussion conducted in closed session can be disclosed to the public; and

WHEREAS this body is about to consider a matter which falls within the purview of N.J.S.A. 10:4-12 and can properly exclude the public from such discussions; now therefore,

BE IT RESOLVED, that the Edison Public Library Board of Trustees shall enter into a closed session to consider the following matters:

- a) any matter involving the employment, appointment, termination of employment, terms and conditions of employment, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee.

IT IS FURTHER RESOLVED that the minutes of said discussion shall be made public as soon as the matter under discussion is no longer of a confidential nature.

DATED: July 21, 2020

President

Secretary pro tem