

**MINUTES
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES
MEETING OF APRIL 23 2020**

Present: Lisa Krauze, Patricia Massey, Fiona Meade, Suzanne Cason O'Neill, Shannon Peng, Maureen Ruane, David Ye.

Absent: Neville Arestani, Vasant Naik.

Also Present: Dominick Bratti (board attorney), Samip Joshi (Council liaison), Keith McCoy (Interim library director), Richard Wales (library staff/IT).

The meeting, rescheduled from April 14, 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 7:19 pm. She led the salute to the Flag and read the Open Public Meetings statement. In the absence of the secretary, the director was appointed secretary pro tem.

Approval of the minutes of the meetings of February 11 2020, February 26 2020, and March 10 2020 was tabled.

There was no financial report available. Mr. McCoy read into the record the balances in the Trustees Accounts: \$101, 490.79 and \$1,948,204.00, as of March 31 2020. On motion and second (Krauze/Ye), the board voted to approve the bill list in the amount of \$262,116.83. Roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani, Naik.

The board reviewed the interim director's report.

Board information: The trustees were reminded to file the state's Financial Disclosure Form by April 30. The state registrations for the EPL Foundation and the EPL Friends were both renewed. The interim director recommended a special board meeting to discuss personnel issues (reorganization; director search process), but that will wait until the board can meet in person. The separation of Mr. Davis as acting director had been finalized.

On motion and second (O'Neill/Ye), the board voted to change the date of the May board meeting from the 12th to the 19th.

Roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani, Naik.

Finances: Mr. McCoy presented a revised 2020 budget. It included an income section, and several changes from the 2019 and proposed 2020 budget. The board had several questions, and it was agreed to postpone further consideration of the budget until the next meeting. On motion and second (Massey/Krauze), it was voted to create the new position of account clerk, per the distributed job description. Roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; abstain – none; absent – Arestani, Naik. Copies of the 2018 audit were

distributed to most of the board; no copy was available for Ms. Peng to review. On motion and second (Krauze/O'Neill), it was voted to accept the 2018 audit. Roll call: yes – Krauze, Meade, O'Neill, Ruane, Ye, Massey; no – none; abstain – Peng; absent – Arestani, Naik.

Buildings & Grounds: The interim director updated the board on several issues. There were no action items.

Library Services: The library has been closed since March 14, per executive orders of the mayor and governor. The interim director noted the work of the staff during this interim period, with frequent posting to our Facebook page and our website. He informed the board that the former Periodicals Room at North Edison would be converted to a Local History Room, allowing books that are now inaccessible to be more available to the public, and providing work space and a small budget line.

Personnel: Mr. McCoy updated the board on several personnel issues, none requiring any action.

Board Committee reports were postponed. There was no unfinished business to discuss. Public Comment was enabled by monitoring a special email account; there were two comments from staff member Carolyn Cullum regarding the audio of the meeting, and a clarification on staff vacancies.

There being no other business, on motion and second (Ye/Ruane) it was voted to adjourn at 8:21 pm.

W. Keith McCoy
Secretary pro tem