

**MINUTES  
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES  
MEETING OF JUNE 9 2020**

Present: Lisa Krauze, Patricia Massey, Fiona Meade (a/7:03), Vasant Naik (a/7:23), Suzanne Cason O'Neill, Shannon Peng (a/7:23), Maureen Ruane, David Ye.

Absent/Excused: Neville Arestani.

Also Present: Dominick Bratti (board attorney), Keith McCoy (interim library director), Richard Wales (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 7:02 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. Meade entered the meeting at this time.

On motion and second (Krauze/O'Neill) the minutes of the meeting of March 10 2020 were approved. On roll call: yes – Krauze, Meade, O'Neill, Ruane, Ye, Massey; no – none; absent – Arestani, Naik, Peng.

On motion and second (Krauze/Ruane) the minutes of the meeting of May 19 2020 were approved. On roll call: yes – Krauze, Meade, O'Neill, Ruane, Ye, Massey; no – none; absent – Arestani, Naik, Peng.

There was no financial report available. Mr. McCoy presented a review of the Trustees Accounts for the first five months of the year, reported that all information was updated, and that additional reserves had been listed for the bookmobile and the construction projects; the report was filed. After asking some questions, on motion and second (Krauze/Ruane), the board voted to approve the bill list in the amount of \$16122.48. On roll call: yes – Krauze, Meade, O'Neill, Ruane, Ye, Massey; no – none; absent – Arestani, Naik, Peng.

The board reviewed the interim director's report.

Board information: Mss. Massey, Meade, and O'Neill, and Councilor Joshi, will attend the annual NJ Library Trustees Institute. After discussion, and on motion and second (Massey/Krauze), the board voted to add Tuesday August 11 2020 to the calendar as a regular board meeting; on roll call: yes – Krauze, Meade, O'Neill, Ruane, Ye, Massey; no – none; absent – Arestani, Naik, Peng. The special board meeting to discuss personnel issues (reorganization; director search process), will be scheduled between the July and August meetings; a Doodle poll has been set up to determine the best dates.

Finances: Mr. McCoy presented an amendment to the revised 2020 budget. Mr. Naik and Ms. Peng entered the meeting at this time. Mr. McCoy explained that additional information from the files showed that the library had been paying over \$120,000 to LMXAC in past years, that a change in formula in 2018 had decreased the amount slightly, but that our payments remained in that general amount and spread over several budget lines. He recommended that it all be in one line (02-500: LMXAC), and that the additional funds be taken from Capital Improvements (02-800) and Reserve (02-900). After further discussion, it was voted to amend the budget to increase line 02-500 by \$60,000 to \$125,000, and to decrease line 02-800 from \$300,000 to \$270,000, and line 02-900 from \$250,000 to \$220,000. On roll call: yes – Krauze, Meade, Naik, O’Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani.

Mr. McCoy also informed the board that senior staff had received a draft memo on purchasing requirements and procedures, and that the petty cash procedures are being revised.

Buildings & Grounds: The board reviewed and discussed a report from the interim library director about re-opening. They asked that daily staff testing be added to the plan. The board also reviewed a report about the state library construction grant, which the library submitted a proposal.

Library Services: Mr. McCoy reported that the computer network had crashed in late May, that it took several days to bring it back up, and that some upgrades would be needed to replace outdated equipment. He also reported that he had been reviewing the bookmobile files, and would be reconvening that committee soon, as a first step towards ordering a new bookmobile by the end of 2020. LMXAC reported that Edison residents had taken out 136 new library cards since the closure on March 13. Mr. McCoy talked about a gratis meeting he had with a communications consultant, who made some suggestions about reconstituting the library marketing efforts. Related to that, the board voted on motion and second (O’Neill/Krauze) to contract with Renaissance Web Solutions to re-do our website and to manage it for six months, at a cost of \$3594.70; On roll call: yes – Krauze, Meade, Naik, O’Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani. In a discussion about branding the library, the board recommended that the work done about three years ago be revisited.

Personnel: Mr. McCoy updated the board on several personnel issues, none requiring any action. Mr. Bratti was asked about the Non-MLS contract, and he reported that there were some minor details to be ironed out before it would go to a vote by the union, and then by the board.

Board Committee reports were postponed. There was no unfinished business to discuss. There was no new business.

Public Comment was enabled by monitoring a special email account. There were no public comments received during the allotted time. Under announcements, Mr. Naik reported that he had been ill, but was better now and glad to be back; the board concurred.

There being no other business, on motion and second (Ruane/Naik) it was voted to adjourn at 8:07 pm.

W. Keith McCoy  
Secretary pro tem