

**MINUTES  
OF THE EDISON TOWNSHIP LIBRARY BOARD OF TRUSTEES  
MEETING OF JULY 14 2020**

Present: Neville Arestani (a/7:24), Lisa Krauze, Patricia Massey, Fiona Meade, Vasant Naik (a/8:02), Suzanne Cason O'Neill, Shannon Peng, Maureen Ruane, David Ye.

Absent/Excused: none.

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 7:07 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.

On motion and second (Krauze/O'Neil) the minutes of the meeting of June 9 2020 were approved. On roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Meade, Naik.

There was no financial report available. Mr. McCoy presented a review of the Trustees Accounts for the first six months of the year; the report was filed. He also offered a plan to resume budget reports for the board, based on filling vacancies in the business office. After asking some questions, on motion and second (Krauze/Ruane), the board voted to approve the bill list in the amount of \$216,151.21. On roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik.

The board reviewed the interim director's report.

Board information: We will be renewing the Library Foundation's raffle license with the state, but need to replace some names on the application. On motion and second (O'Neill/Meade), the board voted to add Tuesday July 21 2020 to the calendar as a special board meeting, limited to personnel issues, and which will be closed to the public with any actions to be placed on the August 11 agenda; on roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik.

Finances: On motion and second (Massey/Krauze), the board voted to suspend the accrual of fines through August 8; on roll call: yes – Krauze, Meade, O'Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani, Naik.

Buildings & Grounds: Mr. McCoy reported that the Safety Committee had met, and a report was being developed on issues to be addressed. Mr. Arestani joined the meeting at this time. Re-opening to the public on July 13 went well; the board commended the staff for their

patience and continued service. It was recommended that the library communicate with the Board of Education and renew our Constant Contact subscription to get the word out further. One document from our Library Construction Bond Grant application was returned, but it was corrected by the architect by the deadline. Mr. McCoy reported that the cleaning company, which started on March 1, had their contract terminated by the Township on July 1, based on documentation presented by the library staff. The township had then requested updated quotes for 8 months from the previous bidders. Based on that information, Mr. McCoy presented a resolution for the board to recommend to the Township Council that an eight month contract be awarded to at a cost of \$36,000. There was discussion regarding the background of the issue. After motion and second (Krauze/Meade), the resolution was approved: on roll call: yes – Krauze, Meade, O’Neill, Peng, Ruane, Ye, Massey; no – Arestani; absent – Naik.

Services: Mr. McCoy reported that he sent the staff home early on July 10 due to Tropical Storm Fay. A staff committee has met to develop recommendations on rejuvenating the Clara Barton branch, and another group will meet to discuss bookmobile services. Another small group will meet soon to discuss how the library might respond if the schools do not open as usual in September, due to the coronavirus restrictions. Ms. Ming reported on the progress with the new website. On motion and second (Massey/Arestani), the board voted to purchase on state contract up to 40 new Dell Optiplex computers, at a cost not to exceed \$30,000; on roll call: yes – Arestani, Krauze, Meade, O’Neill, Peng, Ruane, Ye, Massey; no – none; absent – Naik.

Personnel: On motion and second (Krauze/O’Neill) the board approved closing the library on Tuesday December 15 for staff training; on roll call: yes – Arestani, Krauze, Meade, O’Neill, Peng, Ruane, Ye, Massey; no – none; absent – Naik. The board attorney reported that negotiations for a new contract with the Non-MLS staff had been completed, and explained some of the changes. On motion and second (Massey/O’Neill), the board voted to approve the contract; on roll call: yes – Arestani, Krauze, Meade, O’Neill, Peng, Ruane, Ye, Massey; no – none; absent – Naik. Mr. McCoy asked to have certain unused titles (Head of Security, Head of Finance, Community Outreach Worker, Information Technology Strategist) removed from the active list. There was brief discussion, and the board, on motion and second (Krauze/O’Neill) voted to approve removing the four titles; on roll call: yes – Krauze, Meade, O’Neill, Peng, Ruane, Ye, Massey; no – Arestani; absent – Naik.

The interim library director presented three new titles and job descriptions for addition to the title list. There was some discussion about the respective duties. Mr. Naik joined the meeting at this time. On motion and second (O’Neill/Krauze) the board voted to approve the title of Courier; on roll call: yes – Krauze, Meade, Naik, O’Neill, Peng, Ruane, Ye, Massey; no – none; absent – Arestani. On motion and second (Krauze/O’Neill), the board voted to approve the title of Communications Coordinator; on roll call: yes – Krauze, Meade, Naik, O’Neill, Ruane, Massey; no – Arestani, Peng, Ye; absent – none. On motion and second (Krauze/O’Neill), the board voted to approve the title of Library Associate; on roll call: yes – Krauze, Meade, Naik, O’Neill, Peng, Ruane, Ye, Massey; no – Arestani; absent – none.

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.

There being no other business, on motion and second (Naik/Krauze) it was voted to adjourn at 8:14 pm.

W. Keith McCoy  
Secretary pro tem