

**Board of Trustees Meeting**  
**May 4, 2020**

**Call to Order: 7:16 PM**

Adequate notice of the meeting was provided in accordance with the Open Public Meeting Act in that the date and location were included in the annual meeting schedule, sent to official newspapers, and posted on the public bulletin board.

**Attendance:**

- **Present:** Brian Donohue, Judy Nelson, Allison Jablonski, Areti Khitiri, Saumita Lepre  
Jen Overton, and Deborah Sessa  
7:20 PM Christopher Bardi joined the meeting
- **Absent:** Aristotle Popolizio, Patricia Braga

**Approval of Minutes:**

- Judy Nelson made a motion to approve the April Board Meeting Minutes, Allison Jablonski seconded the motion, and the minutes were unanimously approved.

**Public Comment:**

- None

**Correspondence:**

- A letter was received from employee.

**Treasurer's Report:**

- Judy Nelson presented the Treasurer's Report.
- Discussion of items on the April Bill List took place.
- Due to the current COVID-19 situation, the Bill List is much smaller this month.
- Brian Donohue made a motion to approve the April Bill List, Allison Jablonski seconded the motion, and it was unanimously approved.

**Librarian's Report:**

- Jen Overton presented the Librarian's Report.
- Jen provided a comprehensive list of tasks the employees have been completing during the COVID-19 closure.
- Jen is working on a transition plan for when restrictions are lifted and the library restarts.
- The restart plan includes, but is not limited to curbside pick-up, delivery for the elderly, cancelation of all programming for the remainder of the year, virtual events with reduced rates, quarantine all materials coming into the library, and plexiglass guards for the circulation desk.
- West Essex Senior Service students will still come into volunteer.
- Discussion took place regarding the possibility of employee furloughs. The Members of Board of Trustees were in agreement to avoid furloughs. As the situation continues to evolve, monitoring will continue, and it may be necessary to revisit this at the June meeting.
- Jen reported that the employees have expressed concern regarding furloughs.
- Discussion took place regarding the purchase of plexiglass guards for the circulation desk. Judy Nelson made a motion to approve the expenditure of up to \$1,500.00 for the purchase of plexiglass guards, Saumita Lepre seconded the motion and it was unanimously approved.

- Jen is working on plans for the Summer Reading Program.

**Council Liaison's Report**

- Discussion took place regarding borough employee furloughs which are not taking place at the moment. Employees are working from home or working on a staggered schedule.
- Discussion took place regarding unemployment and Chris will look into who pays that for the library.

**Committee Reports:**

- None to report

**Old Business:**

- None to report

**New Business:**

- None to report

Brian Donohue made a motion to adjourn the meeting at 7:48 PM, Saumita Lepre seconded the motion, and it was unanimously approved.

Next meeting date: Monday, June 1, at 7:15 PM.

Respectfully submitted,  
Deborah Sessa