**Meeting Minutes**

**LIBRARY BOARD OF TRUSTEES**

**Wednesday, September 13, 2023**

**In-Person**

**Called to Order: 7:04 PM**

**Regular Business**

Roll call

Present: John Trause, Sheila Sterling, Eileen Gabriele, Jessica Holmes, Jim Lessersohn, Anne Sullivan, Christina Gwynne, Megan Bozios, Stephanie Biedermann

Absent: Michael Staff

Also Present: Carol Blakeslee, Youth Services Librarian **[arr. 7:15 PM]**

Approval of minutes:

Meeting – July 12, 2023 **AS | SB**

Approval of financial reports – July & August 2023 – and Transaction Reports (Bill Lists) – July & August 2023 **EG | MB**

Acceptance of July & August 2023 Information Services Report, and Youth Services Librarian Report **CG | EG**

Acceptance of July & August 2023 Director’s Report **SB | AS**

**Old Business**

Strategic Plan – Focus Groups and Interviews

**JT**: Has concluded interviews with most council members, mayor, and most board trustees. Still needs to poll school officials. Summary of focus groups otherwise nearly completed.

BCCLS Film Repository

**JT**: Made a list of unique titles in the BCCLS collection as well as a list of DVDs unique in Oradell’s collection. Dave Hanson, Executive Director of BCCLS will attend 10/11/23 board meeting. Can present this idea to him for consideration.

**New Business**

2024 Library Board Meeting Schedule ­– Motion to accept with a slight alteration to change start time of 9/11/24 mtg. to 7:30 PM so as not to conflict with Oradell’s annual 9/11 remembrance ceremonies **EG | SB**

2024 Holiday Meeting Schedule – Will vote next month once clarity is received on Juneteenth closings by Borough of Oradell

Updated Capital Plan

The strategic plan should include a capital plan for improvements to interior/exterior of library building and technological updates. This capital plan will include estimated timelines for projects/costs.

Resolution I 9/13/2023: Motion to establish a Capital Fund with a preliminary schedule of projects/costs in the amount of $60,000 **EG | AS**

**CB**: Proposes an idea to develop a procedures/best practices handbook systematizing uniform protocols within all departments/floors of the library for handling health/safety circumstances if/when they arise. [Ex: What to do if a child is left behind at the library?]

**CG | SB**: In light of current understaffing in the Youth Library, concerns about welfare, safety & well-being of the children who use the library, particularly during the after school hours.

**CG**: Notes that Hoboken has become the first Book Sanctuary City in state of New Jersey.

**Public Portion**

**Closed Session**

**Motion to Adjourn: 9:18 EG | AS**

**Next Board Meeting** Wednesday, October 11, 2023