

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, May 12, 2021**  
**Virtual via Zoom**

**Regular Business**

A. Roll call on Zoom (7:40pm)

Present: Sheila Sterling, Jim Lessersohn, Anne Sullivan, Eileen Gabrielle,  
Claire Beslow, John Trause, Joe Colella, Eric Mangol, Miriam Yu, Susan Jung  
Absent: none

B. Approval of minutes: Meeting – April 14, 2021 (CB, SJ)

C. Approval of financial reports – April 2021 – and Transaction Reports (Bill Lists) – April 2021 (move to accept everything in the Treasurer's Report except the Expense Reports from January-April – CB/EG)

1. Reviewed Treasurer's Report

- a. Balance Sheet
- b. Petty cash – not many receipts this month
- c. Budget vs. Actuals – Anne thinks that some things need to be changed (esp. the funds that are being returned to the Borough); this needs to be tweaked
  - 1) The Borough auditors suggested we set this up different from how it is now written; Anne wants us to follow their guidance
  - 2) The payroll on this page isn't as accurate as it might be-Anne would like to redesign this as well
- d. Materials are fairly in line
- e. Comparison with last year
  - 1) We have received a little more with regard to the appropriation than we did at this time last year
  - 2) Payroll similar to last year with the biggest difference being in our having a Youth Services Librarian this year when we didn't have one until March last year
  - 3) Much more activity in the library this year than last year
- f. Looked at some of the checks
  - 1) Everything is pretty much in line (except for two health-care checks sent only two weeks apart)

D. Acceptance of April 2021 Information Services Report and Youth Services Librarian Report (AS/EG)

1. Sheila asked about the status of the summer reading program
  - a. We are having it; possibly being done virtually and outdoors
  - b. Carol will go into all of Oradell Public School Media Specialist Eric's classes via Zoom to introduce the kids to the program
2. Carol has completed all of the coursework towards her MLS degree and will apply soon for certification

E. Acceptance of April 2021 Director's Report (JL, AS)

1. Sheila asked about greater library reopening
  - a. We are no longer quarantining our returned materials
  - b. We could re-open computer use (two on the first floor and two on the lower level), but John has not gone to the Oradell Coronavirus Task Force for that; we probably won't do that in the Junior

- Room because the kids typically use the computers in groups. We may want to offer public computer use in time for the new school year.
- c. Our biggest question is with regard to in-person programs and right now the ability and demand is not there for it
  - d. With greater expansion of the vaccinations and with more school activities occurring, we might want to start moving in that direction by the beginning of the school year
  - e. We will try to have some in-person programming: Cookbook Club and Morning Book Club are now meeting in person, the latter outside behind the Library
2. Sheila complimented John on the virtual programs the Library ran last month—she just wished the attendance had been better
    - a. Program tomorrow night – curator from the Morris Museum
  3. Jim asked if John knew of any Libraries that sponsor programs where hot topics are pertinent to the town; Jim would like us to consider this (downtown development; trees being cut down in town....)
    - a. He suggested a community forum on issues under debate in town—perhaps four times a year; discussed how this might work and , some possible topics.
    - b. Most issues become discussed on Facebook and not everyone in town uses Facebook—Jim is looking for a way to become informed
    - c. Discussed polls having been conducted on Facebook; some had negative repercussions
    - d. Discussed Oradell Facebook group in general
    - e. E. John talked about some groups that he participates in that are not controversial (Creative Bergen, Oradell Avenue Bridge Local Concept Development (LCD) Study Team)
    - f. Perhaps general topics: future of public transportation, the future of shopping malls (retial) in Bergen County, the future after coronavirus
    - g. Be clear about the mission of the Library: to educate and inform
    - h. Eric suggested a speaker who could address development around public transportation hubs
  4. Sheila asked if there has been any more discussion of return of funds
    - a. John met with the Administration & Management Section of the New Jersey Library Association (NJLA) and offered to help with drafting a request of the NJLA Executive Board to ask the New Jersey State Legislature to waive the Return of Funds requirement for 2020 through 2023, since almost all public libraries in New Jersey will have surpluses over the limit.
    - b. We cannot do it before an audit, but needs to be done before the end of the year
    - c. C. We made a moral commitment to return the required amount of money (\$49,000)—John is just trying to not have to complete all of this paperwork and to perhaps plan for future years

## Correspondence

- A. Book and Needle Woman's Club of Oradell, N. J. (Received on Monday, May 3, 2021)
  1. Book and Needle Club wanted to tell John how much they appreciate all that the library has done for the members of the Club and community as a whole

## Old Business

- A. Review of Library Board Bylaws (JC, EG)
  1. We worked on some of the verbiage last month
  2. Claire asked a question about meetings only to be held virtually only
  3. The amended Bylaws were approved unanimously
- B. Budget 2021

1. The Budget will remain flat this year (\$726,000)—they will not be increasing us per our request (we asked for an additional \$37,000 and are giving back \$49,000); the more we spend in 2021, the more we are permitted to keep in our reserves, if any
2. The Borough feels things are very tight this year
3. Our concern is that our costs will be rising, starting with the raise in minimum wage; we may not be able to keep to the 2% increase cap next year
4. Sheila asked the Budget Committee to look at the impact of this flat budget on the \$14 per hour increase and any other increases that are imminent; Jim suggested looking at next year's budget as well—we can't make decisions about this year until we know what the budget will be next year (we need a cash forecast for this year and next year; every dollar we save this year costs us \$1.20 in what we will have to pay the Borough out of our reserve next year.
5. Discussed looking at an objective fact set: what are we required to do about minimum wage, returning the surplus...then we can discuss the moral implications
6. Miriam asked the Council if we could possibly get an exception to the 2% cap rule; they will look into it
7. The \$49,000 is just considered another source of revenue for the town

## **New Business**

- A. Staff recommendations
  1. John sent us all a memorandum with regard to bonuses for the staff who worked very hard when the Library was closed
  2. In November, money can be moved among lines. If we have enough in the surplus, John would like to use some of it for staff bonuses.
    - a. Sheila suggests that John discuss this with the Budget committee—then we can discuss bonuses for the individual personnel
- B. Jim asked if all of the Library staff members have been vaccinated—all but one; the Borough has no policy requiring vaccinations (cannot)
- C. The desk assistant leaving to go to River Edge will be getting both more hours (25 rather than 12-15 hours) and a pay raise (all of the surrounding towns pay more than we do except for Bergenfield); she will be replaced by giving extra hours to two other part-time desk assistants
- D. Desk assistants now check with their supervisor before asking someone to cover for them for an anticipated absence. A full-time person may be able to cover for them.

## **Public Portion**

## **Closed Session**

**Next Board Meeting** Wednesday, June 9, 2021

Meeting Adjourned 9:55 (CB/ MY)