

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, April 14, 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: (EG, AS-accepted as corrected)**

Meeting – March 10, 2021

1. Anne corrected the note about the discussion of cost of desk assistants and pages: increased wages in light of decreased hours under section C. of the minutes.

**C. Approval of financial reports – March 2021 – and Transaction Reports (Bill Lists) – March 2021 (CB, EG)**

1. Treasurer's report: Monies coming in from memorial donations and other donations
2. Looking at the financials, we use last year's report until the budget has been approved
3. Most everything is in line right now-some of the expenditures are a bit above this year, but our expenditures are a bit less than last year
4. Looking at Profit and Loss sheet-comparing payroll from this year to last—it is very much in line with last year
  - a. Newspapers have not been resumed yet because they are not able to be taken out and we are not encouraging people to linger in the library
  - b. \$2500 to BCCLS was for the world languages budget for Korean materials
  - c. Most everything has stayed the same
  - d. Materials are still being quarantined before being returned to the shelves or sent out to home libraries

**D. Acceptance of March 2021 Information Services Report and Youth Services Librarian Report( CB, AS)**

1. Anne asked if anyone could explain the Mall Book Club—John will look into it and sent an email message to the Youth Services Librarian while at the meeting
2. Eric asked when the summer reading program will be announced – Eric will reach out to the Youth Services Librarian about coming in to some of his Zooms sessions to speak with kids at Oradell Public School (OPS)

**E. Acceptance of March 2021 Director's Report (CB, SJ)**

1. John and Miriam had discussed the possibility of a applying for the second round of the Library Construction Grant for a generator
  - a. The Library is a natural place to have a generator—the problem is that the Borough is challenged with budgeting right now
  - b. Eileen asked if we might be able to get it through the Library Relief Aid - \$3.9 million in state funds—discussed this; hopefully we will be able to get some funds
  - c. Link: <https://www.northjersey.com/story/news/2021/04/11/nj-libraries-wi-fi-access-funds-american-rescue-plan-act/7152922002/>
2. Anne asked if we had heard if we would be refunded anything from BCCLS or the state from last year's budget—John thinks we are just waiting to fill out the paperwork with the New Jersey State Library (NJSL) after the Library's annual audit

## **Correspondence - none**

## **Old Business**

### **A. Review of Library Board Bylaws**

1. Joe led the discussion of the bylaws:
  - a. Pointed out a discrepancy in section 5: the appointment of who should lead the meeting in the absence of the president; we will tighten up the language to show the order of who would replace the president in their absence
    1. Use this: “The first vice president shall, in the absence or inability of the president, assume and performs the duties of and functions as. In the absence of both the president and the first vice-president, the second vice-president shall assume and perform the duties of the president; In the absence of the president, first vice-president and second vice-president, a chairperson shall be elected to assume the duties of the president
  - b. Perhaps we want to have some flexibility with regard to Roberts Rule of Order—
    1. Joe suggests that we add a waiver: “Proceedings of all meetings will be governed by Roberts Rules of Order (latest edition), unless waived by the Board for a particular meeting or a portion of a particular meeting”
  - c. Discussed the function of the first and second vice-presidents—their function is to substitute for the president in their absence
  - d. John will send us a copy of the revisions

### **B. Budget 2021**

1. Hopefully it will be discussed at the next Council meeting; the Council just went through its second round of cuts
  - a. Things are a bit tight now, particularly because we are dealing with tax appeals and loss of ratable properties.

## **New Business**

1. John will be looking into the grant opportunities as discussed above
2. John has reviewed staffing based on the reduced hours and will be reducing staff hours further
  - a. Part-time desk assistants will be cut an average of 12 hours per week
  - b. John will implement this schedule and see if we might be able to have even fewer desk assistants
  - c. Anne and Sheila pointed out that we need to be careful not to give any one part-time desk assistant too many hours a month to be considered part-time; discussed possible ways to manage this
3. Three interesting programs coming up this month, and Sheila recommended that the Board members attend, if interested.

## **Public Portion**

## **Closed Session**

**Next Board Meeting** Wednesday, May 12, 2021

Meeting adjourned: 9:35pm