

Oradell Public Library Board Meeting – Wednesday, 10 November 2021

Present: Director John J. Trause, Jessica Holmes, Anne Sullivan, Miriam Yu, Sheila Sterling, Eileen Gabriele, Joseph Colella, James Lessersohn, Eric Mangol

Joining later: Carol Blakeslee, Youth Services Librarian

Absent: Susan Jung

Meeting called to order 7:34 PM

Motion to Accept October Minutes: Eileen Gabriele-moved, Eric Mangol-seconded. Accepted unanimously.

Financial Reports: Anne sent today: report of balance, report of petty cash; next year we will not have the Friends reimburse the Library for office supplies. This year expenses ran higher than 2020, since library was closed for good percent of the year in 2020.

JC question: When do we go up to \$15 / hr. for employees? **Reply:** Oradell Public Library (OPL) is ahead of schedule. Jumped from \$12 to \$14. Mandate to \$15/ hr. is in 2024. Makes up for fact we were underpaying for years. Only Bergenfield was lower than OPL in a survey of a number of BCCLS libraries prior to this.

Transaction report was par for the course. One employee (full-time) waived health care so the payment is included on transaction report.

John was going to check on what the payment to BCCLS of \$1,505 (check #3503) was and got back to us during the meeting that it was to pay for the computer scheduling setup and software Envisionware. The funds are not from the OPL Foundation.

Motion to Accept Financial Report: Eileen-moved, Miriam-seconded. Accepted unanimously.

Youth Service Report / Information Services Report: Sheila commented: new hire at children's desk has been working out well so far. She'll be offering coding classes. **John:** Targeted the position. She seems committed and understands broader picture.

Sheila: pleased to see good turnout at Teen Advisory Board (TAB) meeting.

[Carol Blakeslee joins mtg]: New hire is revising the website for children's library. Reading buddies meeting last night (11/9/21) not so well attended. 95 participants attended recent college information Zoom program featuring Ron Fuchs, who is a good resource. He made donation to library, and it will be used to buy college application books for the library.

Motion to Accept Youth Services / Information Services Miriam-moved, Joe-seconded. Accepted unanimously.

Director's Report: Roof issue with library's roof. Miriam brought it up at last town council meeting and task force is being created by town to address roof issues on multiple town buildings. Will be discussed by town for eventual replacement. **John:** roof was not replaced during 2008 renovation, and is now 30+ years old. Will eventually need replacement. A temporary fix has been applied to the roof for now.

Sheila: Certificate of Insurance (COI) update from Borough Council? **Miriam:** volunteers performing a service for library, should be exempt from this requirement during their services as long as they sign a hold harmless agreement. Miriam will check in with Assistant Borough Administrator Melissa Presta & Borough Attorney Andy Oddo. Andy is working with Laura Lyons to draft a policy for review. Not finalized yet.

Joe question to Miriam: When someone signs hold harmless agreement who will cover them if they sustain an injury? They can't sue the library? He thinks it sounds like a risky obligation for a single individual.

Anne question: How does town handle events, for example, the health fair? What is the solution in these cases?

Carol: New Jersey Makers Day is on the 2022 schedule as in-person event at library. Will this insurance issue affect New Jersey Makers Day? Both professionals and kids will theoretically be present. How will this be dealt with and will it be resolved before then?

Sheila: Re: New Jersey Makers Day: she suggests timed entry so people come in at staggered times. **Carol:** Using Sign Up Genius to allow entry is a possibility.

Discussion will be continued at next meeting, hopefully with updates from town.

Motion to Accept Director's Report: Jim-moved, Eric-seconded. Accepted unanimously.

Correspondence: Nothing of note to the board.

Old business: Miriam: Juneteenth holiday-town is closing on 6/20/22. **Eric:** Re: OPS, county has given no guidance. OPS unlikely to close for the holiday this year given it's several months into the school year and changing the school calendar at this point requires much effort. **John** mentioned that the end of June is a busy time, since it is the close of the school year.

Sheila: Shall we close 6/20/22 just like the town is closing?

Jim: Motion to make it an amendment to our separate calendar decision in the past, to observe Juneteenth on Monday, 6/20/22. **Motion to accept this.** Anne – seconded. Accepted unanimously.

Sheila-Strategic Plan: Document must be approved in order to complete transfer of funds. Not yet complete but it is getting there. John did a town survey in 2019 but Covid prohibited further planning and engagement of focus groups. The Goals / Strategy passages of the Strategic Plan are complete, but background, color, etc. needs to be polished / rounded out. It's a 3 – 5 year plan. **John:** Capital plan is up-to-date; library needs a generator, which is included in the plan.

Sheila: Goal of this effort is to get the document submitted and approved so transfer of funds can be completed. Then part of this could be used for budget committee. New Jersey State Library (NJSL) says no explicit deadline. **Miriam:** It is going to miss this year's cycle. **Jim:** We should have it ready to vote on by the next meeting

Jim-Motion to adopt goals / strategies, **Jessica-**seconded. Accepted unanimously.

New business: No tutoring is currently allowed at the library due to Covid restrictions. A town citizen recently complained about policy on a town Facebook page. In response, John collected a tutoring offerings survey from other local libraries on their current policies, which vary widely.

Status of tutoring prior to Covid: tutoring allowed but unregulated tutoring resulted in complaints. So, restrictions were put into place: Two (2) designated areas in the library. Current table use situation due to Covid: only one person per table, so as a result no tutoring currently allowed, because no two (2) people at a table.

Perhaps a signup sheet would alleviate some of these problems for when regular table use is resumed. **Carol** will draft a signup sheet for Homework Buddies (high school students tutoring younger students) for review, and will present to the board to go forward. Library should adjust to needs of the community. For now, limit tutoring to Junior Room. The signup sheet should also indicate patron's agreement to rules on tutoring.

Motion to adjourn: Miriam-motion, Eileen-seconded.

Meeting concluded at 9:40 PM