

Meeting Minutes
LIBRARY BOARD OF TRUSTEES
Wednesday, January 12, 2022
Virtual via Zoom

Called to Order: 7:32 PM

Regular Business

Roll call on Zoom

Present: John Trause, Sheila Sterling, Eileen Gabrielle, Jessica Holmes, Miriam Yu, Jim Lessersohn, Anne Sullivan, Susan Jung

Absent: Eric Mangol, Joe Colella

Nominations for 2022 Board Officers

- President: Sheila Sterling (**AS/JL**)
- First Vice-President: Eileen Gabrielle (**SS /MY**)
- Second Vice-President: Jim Lessersohn (**SS/EG**)
- Treasurer: Anne Sullivan: (**SS/JL**)
- Secretary: Jessica Holmes (**SS/MY**)

Approval of minutes: (**MY/JH**)

Meeting – December 8, 2021

Approval of financial reports – December 2021– and December 2021 Income and Expense Report (final for year) / Profit & Loss Report

- Income and Expense Report shows year-ending deficit of \$20,000. Could have been a more difficult situation but library was not fully open earlier in year, so payroll less than anticipated. Appropriate amount spent on materials, utilities,
- P & L Report compares 2020 with 2021: 2020 had \$10,000 more in appropriations, payroll less in 2020 due to extended Covid closures and hold on materials purchasing. Year end in 2020 = +\$60,000
- Total difference in funds between 2 years \$80,000 in net revenue
- Motion to accept Financial Reports and expenditures: (**EG/JH**)

[7:42 PM Carol Blakeslee, Youth Services Librarian joining]

Acceptance of December 2021 Information Services Report, Director's Report, and Youth Services Librarian Report

- Motion to accept Information Services Report and Youth Services Librarian Report: (**MY/EG**)
- Motion to accept Director's Report: (**EG/AS**)

Correspondence

- No correspondence of note for December 2021

Old Business

Programming and Certificate of Insurance

- **MY** was able to resolve with the town on behalf of the library. Thank you! Full description of resolution available in December Director's report.
- Strategic Plan / Return of Funds. **SS** submitted to State Library on 1/3/22. State Library confirmed receipt of all email and attachments. They have 45 days to review.

New Business

- BCCLS Certification Agreement. (Document was not sent to board, so John screen shares / reads it to the group). (**EG/MY**)
- Vacation carryover: **JT**: Every staff member with carryover will use before the end of the first quarter. (3/31/22).
- Oradell Public Library Foundation President Lin Loh interested in doing a fundraiser. Tricky tray (virtual) with limited numbers to come in and look at prizes. (If open later in year could go to in person). Would be in September 2022 (**JH/AS**)
- Budget: **JL**: \$60,000 revenue / \$67,000 expenses. We'll use up \$80,000 of reserves this year if the appropriation from the town is kept where it is. We will need to either do layoffs or cut hours. We need to be well-prepared for the budget presentation. (Probably will be around end January / early February – John will ask again for a date)
- We need to show what the increases are, how we've dipped into reserves. Perhaps some tweak to presentation. **SS**: We should have side by side the two years
- **MY**: Light fixtures need replacement as per **JT**. There's a grant (audit?) from PSEG where they assess, and we'd only reimburse 20% of cost. Only need PSEG bills from past 12 months to get started.
- **CB**: town sprinkled salt on the path through library alley but not circular walkway in front / ramp up the back for deliveries.
- **CB**: Makers Day, last year's event virtual due to Covid and not well-attended so hoping to do in person this March (2022).
- Bring your child to the library day. Maybe promote it and offer prizes or events, and do a sign up to have people come in safely.

Public Portion

Closed Session

Motion to Adjourn: 9:18 PM. (**EG/AS**)

Next Board Meeting: Wednesday, February 9, 2022 (via Zoom)