

Meeting Minutes
LIBRARY BOARD OF TRUSTEES
Wednesday, March 9, 2022

Called to Order: 7:38 PM

Regular Business

Roll call

Present: John Trause, Sheila Sterling, Eileen Gabrielle, Jessica Holmes, Miriam Yu (via Zoom), Jim Lessersohn, Anne Sullivan, Joe Colella, Eric Mangol (via Zoom)

Also present: Carol Blakeslee, Youth Services Librarian, Maria Kelly, Administrative Assistant

Absent: Susan Jung

Meeting the New Administrative Assistant Maria Kelly

JT introduces Maria Kelly (new Administrative Assistant replacing the departed AA) to all board members

(Maria Kelly departs meeting)

Approval of minutes:

Meeting – February 9, 2022 (**JH / AS**)

Approval of financial reports – February 2022 – and Transaction Reports (Bill Lists) – February 2022 (**EG / AS**)

Acceptance of February 2022 Information Services Report, and Youth Services Librarian Report (**JH / EG**)

Brief discussion of upcoming Makers Day/weekend plans (3/26-27), including a new program (dance class) located at Fred Astaire Dance Studio over that weekend

Acceptance of Director's Report (**EG / AS**)

AS: inquiring if new iPads ordered for library had been received. **JT:** yes, just arrived, haven't yet been unboxed.

MY: Inquires whether tutoring services are restored? **JT:** Not yet. Still waiting to hear if multipurpose room at Borough Hall might be used for tutoring services instead of library.

SS: Perhaps a smaller scale tutoring spot can be arranged downstairs in library rather than Youth room, if it is too crowded in Youth rooms after school.

EG: Whatever is worked out, do a strong communication and make rules transparent so they can't be easily abused.

Correspondence

None.

Old Business

Strategic Plan and Return of Funds

Got approval from NJ State library to return the funds of \$11,000. Katie Chen, Town CFO/Treasurer, has not yet gotten in touch for the money. **JT** will reach out to request an invoice.

SS: Strategic Plan will become a monthly item on the agenda. **JT** moving forward with focus groups and will report on progress

Library Budget presentation follow up

MY: Suggests keeping future presentations to just numbers. Pie chart showing how funds are allocated was most useful. One council member expressed support for the increased library budget. Final decision on budgets is upcoming on Saturday 3/12/22 meeting.

New Business

Renaming the Local History Room as "George Carter Local History Room"

JT: Room has traditionally been called "The Local History Room," and the archives: "The Local History Archives." Mary Margaret Carter (wife of George Carter) thinks George would be honored.

William "Pat" Shuber has recently accepted position of Oradell Borough Historian / Archivist.

Move to rename **JL / AS**

SS: Will there be a dedication ceremony? **JT:** Yes, we can probably do something like that.

Personnel Committee: Code of Conduct in Personnel Policy

Personnel Committee met; **JT** received annual review. Committee reviewed comp time policy, code of conduct, and job descriptions. Code of Conduct policy needs some revision.

SS: Have had some feedback that staff is not always friendly and sometimes unwelcoming. Have a robust customer service policy and this topic keeps coming up. Public library is public facing.

JT: If anyone hears from individuals, to try to get specific information, let him know.

JL: Does Circulation Manager take responsibility for the behavior / attitude of desk assistants?

JT: likes to know immediately himself if there is an issue so he can handle it in the moment.

JT: Added in modified customer service policy language to the code of conduct. Also, added in what employees should not be doing while front facing to public.

Decision made to vote on updated code of conduct at April board meeting.

Public Portion

Closed Session

Motion to adjourn: **EG / JC**

8:55 PM

Next Board Meeting

Wednesday, April 13, 2022