

Meeting Minutes
LIBRARY BOARD OF TRUSTEES
Wednesday, December 14, 2022
In-Person

Called to Order: 7:11 PM

Regular Business

Introductions to Darlene Swistock, Administrative Assistant of BCCLS (present for meeting)

Roll call

Present: John Trause, Sheila Sterling, Jessica Holmes, Miriam Yu, Jim Lessersohn, Susan Jung, Eric Mangol (via Zoom)

Absent: Eileen Gabrielle, Joe Colella, Anne Sullivan

Also present: Carol Blakeslee, Youth Services Librarian

Approval of minutes:

Meeting – November 9, 2022 **JH | SJ**

Approval of financial reports – November 2022 – and Transaction Reports (Bill Lists) – November 2022 **SJ | MY**

Acceptance of November 2022 Director's Report, Information Services Report, and Youth Services Librarian Report **JH | MY**

Acceptance of November 2022 Director's Report **SJ | JH**

Correspondence

Old Business

Strategic Plan – Focus Groups

- **JT | SS:** have conducted 2 focus groups: Frequent users & infrequent users of library. Mary Lustberg (library admin.) served as recording secretary: keeping notes, setup, provisions, etc.
- **JT:** Staff focus group to be held Thursday, December 15th
- Senior focus group to be held January 10, 1:00 PM
- **CB** will move Parents of Young Children focus group to January (from 12/17) due to holiday season

Personnel Committee

- No meeting tonight.
- **JT:** One desk asst. is giving up some hours, so seeking a desk asst./page who can work both floors and take substitution hours as needed. Job is posted, and hoping for someone permanent.
- New part-time bookkeeper is working out as she trains for bookkeeping position.

Staff recommendations

New Business

COVID-19 procedure for return to work

JT: Earlier wanted employees testing negative before returning to work but this is no longer what CDC recommends. Altering language in the procedure so that the employee need not have a negative PCR test to return to work. Motion to adopt: **JL | SJ**

Budget committee

JL | SS | JT Met 12/5. Didn't have 11 mo. numbers, they took a stab using 10 mo. numbers. Vote to authorize a target number for next year's budget somewhere in the neighborhood of last year's budget. **JL | MY**

Trustees

- Miriam Yu departing from Borough Council. Mayor will appoint new Council Rep.
- Four trustees up for renewal: Susan Jung, Anne Sullivan, Jim Lessersohn, Jessica Holmes. **SJ** stepping down. **SS:** will write letter to Mayor Dianne Didio asking for reappointment of **AS | JL | JH**

Public Portion

Darlene Swistock: here to listen to meeting, show support for Oradell Public Library from BCCLS.

Closed Session

Motion to Adjourn: JH | MY [8:16 PM]

Next Board Meeting Wednesday, January 11, 2023