

MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, February 10, 2021
Virtual via Zoom

Regular Business

- A. Roll call on Zoom (7:35pm)
Present: Sheila Sterling, Jim Lessersohn, Anne Sullivan, Eileen Gabrielle, Eric Mangol,
Joe Colella, Miriam Yu, Susan Jung, John Trause, Claire Beslow
Absent: none
- B. Approval of minutes:
 - 1. Meeting – January 13, 2021 (CB/AS)
 - 2. Special Library Board meeting February 4, 2021 (AS/SS)
- C. Approval of financial reports – January 2021 – and Transaction Reports (Bill Lists) – January 2021(CB/EG)
 - 1. One month of activity—received \$100,000 appropriation from the Borough, a donation from the Friends and some fines and fees
 - 2. Financials show that expenses are less than they were last year
 - 3. Budget column is the same as it was last year because the Budget has not yet been approved by the Borough
 - 4. Everything seems to be a bit less from this time of year last year
 - 5. Anne went over this month's checks
- D. Acceptance of January 2021 Information Services Report, and Youth Services Librarian Report (CB/EG)
- E. Acceptance of January 2021 Director's Report (CB/EG)
 - 1. John suggested that when the Friends renew the museum passes, that they negotiate to be sure that we get credit for the time the museums were closed; most of the museums are open right now

Correspondence

None

Old Business

- A. Review of Library Board Bylaws
 - 1. Joe asked if we could wait one more month before presenting and voting on the bylaws
- B. Budget 2021
 - 1. Proposal was presented on Saturday
 - 2. Council has two more sessions of budget hearings before deciding on the Municipal Budget; there has not been any discussion on the Library's budget proposal since the last meeting
 - 3. Jim is concerned that because our level of spending this January is fairly close to that of last January, it is possible that if we are not given the full amount requested in our budget, we might have to go into our surplus and then not be able to return as much (if any) to the Borough at the end of the year

4. Discussed whether we need all the staff that we have right now with the reduced hours (we seem to be about 80% of the staff hours with 70% of open hours)
5. The Library is circulating a lot right now—it takes more staff hours to deal with the materials because the books and other returned items have to be isolated before being returned to the shelves
6. Sheila asked John to reassess how many people actually need to be in the building at any particular time right now
7. Council Liaison Miriam Yu reported that the Borough Chief Financial Officer Katie Chen is still learning about how the Return of Funds law will impact the Borough in 2021. Jim explained that the money gets returned to the general funds of the Borough to use as needed.

C. Vacation carryover

1. Our personnel policy states that vacation must be taken in the calendar year; with permission of the Director and the Board, vacation may be carried over for use within the first quarter of the new year, or else it is forfeited
2. Right now, 2 staff members have 10 carryover days and one has 9 carryover days
3. The Board discussed offering to pay out for the vacation days, as the Borough did in 2019 and 2020 – because of the various conditions during COVID-19. The Board discussed this and agreed that they are not in favor of offering a payout.
4. Sheila proposed limiting the number of days that people carry over, but the current policy on vacation allows the Director and Library Board more flexibility in granting carryover vacation.
5. John will help those staff members with lots of vacation days to use in the rest of the quarter schedule those days.

New Business

- A. Anne recommended a speaker who did a presentation via zoom that Anne's son, Brian, attended through the "Rye Reading Room" in Westchester County, N. Y.: Michael Norris, a classicist who worked at the Cloisters, will present "Party Hearty in the Middle Ages". The Library will host this virtual lecture via Zoom for him on Thursday, April 22, 2021 at 7 p.m.
 1. Upcoming virtual programs:
 - a. March 11 – Pat Schuber – U. S. Presidential Inaugurations
 - b. March 29 Suzanna Rich – Poetry performance on women's suffrage
 - c. April 22 – Michael Norris – Party Hearty in the Middle Ages
 - d. April 29 – Bracco Farms – Planting Your Own "Victory Garden"
- B. Carol Blakeslee would like to follow the format of other libraries and create a formatted calendar
- C. Carol is creating as many Grab & Go craft projects as she can
- D. She found an "Antiques Road Show" type program that she thinks will go well as an adult program (other Libraries have used the presenter)
- E. Carol would like to try to figure out a virtual way of celebrating NJ Maker's Day—although the parents really hope that the kids can come back into the Library more often
- F. March is Engineering month- Carol will do more Grab & Go craft kits with appropriate projects
- G. We talked about the possibility of getting vaccines for Library staff
- H. Several of the Board members expressed dissatisfaction with the temperature check at the entrance to the Library

Public Portion

Closed Session

Adjourned 8:55 p.m. (CB, EG)

Next Board Meeting Wednesday, March 10, 2021