

Minutes
LIBRARY BOARD OF TRUSTEES
Wednesday, January 13, 2020
Virtual via Zoom

Regular Business

- A. Mayor Dianne Didio called the meeting to order at 7:36 pm.
Mayor Didio then swore in Sheila Sterling as a Trustee of the Library Board
(January 1, 2021-December 31, 2025)
- B. Roll call on Zoom
Present: Sheila Sterling, Jim Lessersohn, Anne Sullivan, Eileen Gabrielle, Eric Mangol,
Claire Beslow, Joe Colella, Miriam Yu, Susan Jung, John Trause
Absent: none
- C. Reorganization and Election of Officers
Vote taken by roll call. All were unanimous.
John asked for nominations for President: Sheila (CB, AS)
Sheila then took over the nominations.
First Vice-President: Eileen Gabrielle (CB, AS)
Second Vice-President: Jim Lessersohn (CB, AS)
Treasurer: Anne Sullivan (CB, EG)
Secretary: Claire Beslow (AS, EG)
- D. Approval of minutes:
Meeting – December 9, 2020
- E. Approval of financial reports – November 2020 and December 2020 – and Transaction Reports (Bill Lists) – December 2020 (JS, CB)
1. Went over balance, donations, profit and loss statements—we are below budget except for utilities, equipment, and cleaning.
2. We came in with a surplus because employees were furloughed.
3. Lots of transactions at the end of the year, with the largest amount going to BCCLS
4. Joe asked a question about the third-party provider for our gas and electric; we switched to the provider the Borough is using a number of years ago; Miriam suggested that the Borough might be going back to PSE&G or to another third party provider—she will keep us apprised
- F. Acceptance of December 2020 Information Services Report and Youth Services Librarian Report (EG, EM)
1. Miriam asked if we are getting any feedback on the Facebook posts being put out by these two Librarians; John will look into this
- G. Acceptance of December 2020 Director's Report (CB, MY)
1. Anne asked about the junior room page position—we are filling that space right now by the existing page who is also a desk assistant

Correspondence

None

Old Business

A. Review of Library Board By-laws

1. Joe and John looked at the By-laws—we elect a second Vice-President, but that position is not accounted for in the By-laws
2. He also noted that there are no specific responsibilities for the first Vice-President
3. John would like to add a provision for virtual meetings
4. Joe asked if the Treasurer is bonded. John said that the Treasurer is bonded by the Borough's insurance agent with the Joint Insurance Fund
5. We have three (3) people who are permitted to sign checks—the Director, the President, and the Treasurer, but we only need two (2) signatures on the checks
6. The By-laws will be revised by the next meeting and then posted on the website

B. Budget 2021 – 2022 (approved as presented: JL, EG)

1. In an effort to take advantage of the fact that we have some surplus:
 - a. We are giving 2% raises for all staff who are making over \$14 per hour
 - b. All desk assistants and pages who had previously been making less than \$14 per hour will be making \$14 per hour (in preparation for the new minimum wage and to bring us more in line with comparable towns)
2. Accessions are now at fully what we wanted to budget last year
3. We have to return \$58,000 in surplus to the Borough because of the abbreviated year (the maximum allowed in surplus is ten (10) weeks of our operating budget; anything above that must be returned to the Borough)
4. Total expenditures are projected as if this were a regular year, even though this most likely be the case
5. So, the result is that the net cost to the taxpayers is, in fact, \$16,000 less than it was last year.
6. We are scheduled to present the budget on Saturday, January 6 at 9:00 a.m.; it will be virtual on Zoom; we discussed what to include in the presentation, how to revise it to show how well we adapted to the challenging situation we were faced with this year

New Business

A. BCCLS Certification of Agreement (EG, EM)

1. John read the text of our Certification of Agreement with BCCLS (John is certain that we are in compliance—he has been on the BCCLS By-Laws Committee for the past ten (10) years); we approved it unanimously and both John and Sheila are signing it and then mailing it to BCCLS

B. Carry-over vacation

1. Borough employees are being paid for their carry-over vacation when they retire
2. Next meeting, we will discuss the number of vacation days an employee can carry into the new year (we stipulate that those days must be used in the first quarter)
3. 3. Vacation Policy: Staff and professionals get two (2) weeks vacation when they start and then can get up to five (5) weeks vacation. We have seven (7) staff members entitled to vacation.

Public Portion

Closed Session

Next Board Meeting Wednesday, February 10, 2021

Meeting Adjourned 9:15 (SY, AS)