

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, June 9, 2021**  
**Virtual via Zoom**

**Regular Business**

A. Roll call on Zoom: (7:35 p.m.)

Present: Sheila Sterling, Jim Lessersohn, Anne Sullivan, Eileen Gabrielle, Claire Beslow, John Trause, Joe Colella, Eric Mangol, Miriam Yu, Susan Jung

Absent: none

B. Approval of minutes: Meeting – May 12, 2021 (CB, AS)

C. Approval of financial reports (including revised Income & Expense Reports April 2021) – May 2021 – and Transaction Reports (Bill Lists) – May 2021 (CB, EG)

1. We looked at the budget in more detail, so we are going over the May reports and looking back at the April reports
2. \$2,044 for memorials this month, also, fines and Borough appropriation
3. April expenditures were as expected—biggest difference is in the desk assistants; we are a bit ahead because salary increases have not yet been given and hours have been reduced
4. BCCLS dues and computer maintenance not yet accounted for
5. Everything is pretty much as expected
6. BCCLs bill is paid in December, Jim suggested that it only appear in December rather than as a monthly expenditure followed by a “0”

D. Acceptance of May 2021 Information Services Report, and Youth Services Librarian Report (CB, EM)

1. Jim asked if there will be a kick-off event for the Summer Reading program; he suggested that Carol contact the Book and Needle, particularly if funds will need to be allocated
  - a. Carol addressed this—she is looking to possibly use “Page Turners”
    - 1) The program will run about 6 weeks, starting around June 15
    - 2) She’s meeting with 4<sup>th</sup> and 5<sup>th</sup> grades to kick-off the program—on the 14<sup>th</sup> (next week)
    - 3) She’s waiting to see how to best spend the Book and Needle money before contacting them
    - 4) Book and Needle donation honors the memory of former Youth Services Librarian Debbie Kyritz
    - 5) Everything will be on-line: they will be using READsquared
    - 6) Last year at the virtual Summer Reading kickoff party there were at least 40 participants – we usually have more than 100 for the in-person opening event; fewer participants because of Covid

E. Acceptance of May 2021 Director’s Report (CB,AS)

1. Yesterday, the Library suffered water damage on the lower level—in the meeting room, near the DVDs, by the stairs—DPW came down to check it out. The carpet got wet and possibly some of the items that were on the floor behind the service desk (in preparation for the book sale)

**Correspondence - None**

**Old Business**

A. Budget recalculations

1. We discussed at the last meeting that our appropriation will be \$726,000 (the Borough cut \$37,000 from our budget request)
  - a. Anne and Jim worked on the budget and reevaluated the amount of money for us to return to the Borough (because the appropriation will be lower than expected and those funds are proportionate)
  - b. We will now be transferring back some \$15,000 (rather than \$49,000); the auditor went over all of these numbers and he concurred with Anne and Jim's calculations and sent the numbers to Borough CFO Katie Chen in the Borough Finance Office
  - c. The New Jersey Library Association Executive Board will be reviewing a resolution to request that the State legislature waive the requirement to return funds to the municipality (Return of Funds law), since most Libraries really need the extra funds right now.
  - d. The Council should be approving the Library budget at its meeting next week.
  - e. We normally do retro pay once the budget is approved; we'll wait until we hear back from the Borough

#### A. Library Reopening During Coronavirus Plan

1. The task force is no longer requiring a thermometer check or the self-check health form
2. Many of the other BCCLS libraries have had cases of Covid – we have been very lucky
3. We think that the restriction to 25 person capacity will be lifted to allow full (100%) capacity
4. John feels that we should require masks of patrons and staff until a much larger percentage of people are vaccinated
5. John is hesitant to open everything up for the summer because it will be difficult to maintain social distancing if we re-open
6. John recommends re-opening one of the computers/printers for patron in-house printing
7. John also recommends increasing hours in the Junior Room to match those hours of the first floor
8. Jim suggests phasing in some of the more "normal" activities in August so that we are prepared
9. Youth Services Librarian Carol Blakeslee hopes that the Library might be able to step in and support the community because the Borough is not running a recreation program this summer
  - a. A. She's doing some outreach in this regard; already has some high school students volunteering to assist with the youth programs
10. Carol raised some concerns about the ability to control/restrict computer use; perhaps purchase a program that shuts down the computers after a specific amount of time
  - a. BCCLS provides Envisionware for the libraries want to use it
11. Carol also suggested using the Library building to provide activities/programming to offer community members alternative "entertainment"—River Edge is opening the Middle School on Wednesday nights for a basketball program
  - a. Brian Pepe, the new River Dell High School principal, asked about tutoring at the Library
12. Jim asks about the number of people in town who have been vaccinated: Oradell:  
63% rec'd at least 1 dose; 56% are fully vaccinated. (v. 58% and 49% 4 weeks ago)

#### B. Staff recommendations including substitutes

1. John pointed out that we implement the system of staff compensation, which he proposed at last month's Library Board meeting, later in the year, once the retroactive pay increases are approved
2. He would like to call back from furlough the rest of the staff to use them as substitutes—that will help keep them interested and will prevent other part-timers from running close to the 29 hours per week mark
3. We need to be careful that the desk assistants not go over 25 hours during this time of reduced service hours.
4. Attendance in the Library is very sporadic right now; Carol and Youth Services Assistant Audrey are looking at weeding, reshelving, etc. It is a challenge for the librarians to figure out where they are going with regard to meeting the needs of the patrons

- a. There is a steady stream of patrons but no crowds at all

## **New Business**

- A. Summer hours
  1. Discussed the viability of Saturday hours in the summer
    - a. The town survey indicated the desire for summer hours
    - b. We could do reduced hours, 11 a.m. to 3 p.m. (rather than 10 a.m. to 2 p.m.) to be more consistent with our regular opening time – starting the weekend after July 4 and being closed on the Saturday before Labor Day
    - c. John would like to add four hours a week in the Junior Room (Tuesdays and Thursdays 5 to 7 p.m.)
    - d. Carol asked Miriam what day the parade is being held—once she knows, Carol will arrange activities for the kids
- B. There is a new committee in Oradell - Oradell for All People – first meeting is June 15 at 7 p.m.
  1. Sheila thanked Carol for offering to join the committee; Carol is looking forward to it—she recently completed a course on inclusion (of the “differently-abled, etc.) within the Library
  2. John asked someone from the Friends to attend as well
  3. John would welcome the opportunity to offer inclusion training for the staff
- C. Carol thanked all of us for allowing her to complete her degree! Congratulations on earning your degree! (from all of us)

## **Public Portion**

1. Carol Blakeslee attended

## **Closed Session**

**Next Board Meeting** Wednesday, July 14, 2021

Meeting Adjourned: 9:25 p.m. (CB, EG)