

MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, May 13, 2020
Virtual via Zoom

Meeting called to order 7:34

Roll call on Zoom: Sheila Sterling, Miriam Yu, Jim Lessersohn, Anne Sullivan, Eileen Gabrielle Claire Beslow (CB), John Trause, Joe Collela, Susan Jung, Eric Mangol

Absent: no one

Regular Business

1. Approval of minutes of Special meeting – May 4, 2020 : (CB, EM) - unanimous
2. Approval of financial reports for April 2020 and Transaction Reports (Bill Lists) – April 2020 (CB, MY) – unanimous
 - a. Went over balance sheet
 - b. Will hopefully get same allocation from Borough as we have in the past (presumably \$50,000 on Wednesday, May 20th)
 - c. All expenses lower than this time last year because the building is closed
 - d. Went over the transactions report
 - 1) Anne would like the Bookkeeper to combine the checks to individual vendors when possible; John explained why we often have to cut two checks for the same vendor
3. Acceptance of April 2020 Information Services Report and Youth Services Librarian Report (CB, EG) unanimous
4. Acceptance of April 2020 Director’s Report (CB, AS) - unanimous

Correspondence

1. People write to John just to check in; one patron has thanked John and the Library for what they are doing when closed

Old Business

1. Library budget presentation 2020 – Follow-up
 - A. Borough Clerk / Administrator Laura Lyons said that the Council should be getting some information on the Borough’s budget and Library budget request by the next Council meeting; nothing new yet
 - B. We will hopefully be saving some money when closed (utilities, etc.), in case we do not get what we asked for which was a bit more than a third of a mil
 - C. Jim expressed concern that whatever our budget may be cut, we will be having to make those cuts over the next six months rather than over the course of a year; so, we will have to be very careful with our spending going forward; \$628,000 is a third of a mil—we asked for about \$112,000 over the third of a mil
 - D. Jim spoke to the practice of the Library budget being adopted well after January 1, and then reflecting back to January 1. He’d like to see our budget be adopted by January 1.
2. Reopening the Library
 - A. Mayor Didio said that she should have more budget info by Friday—as per Miriam

- B. Baker and Taylor are beginning deliveries, so John is now planning to resume acquisitions
- C. John thinks that when we first open, we may be dealing with only our own materials. We will then be providing materials as soon as we re-open, whatever that opening might look like, so we really do need to have the popular materials that are now being published
- D. John and the Information Services Librarian and other members of the administrative staff met at the building yesterday to try to determine how we could begin distributing materials—drop-off and pick-up materials that have been requested and provide in-person reference services. Eventually, patrons will be able to request from other libraries, but BCCLS has not announced plans yet
- E. They are already putting materials back on the shelf (patrons have been returning materials to the book drop even though they have been told not to)
- F. We do not have a good physical situation for curbside pick-up. Our soft opening would have to be distribution in the vestibule.
- G. We are in the position to start accepting books to be returned in the book drop by June 1
- H. We might be able to be open even before the end of June.
- I. Talked about how we might be able to organize people coming in to pick up books—perhaps a way to reserve a time slot
- J. Discussed late fees. They are suspended right now. There is already a push by John’s colleagues (both within and outside of BCCLS) to ease fines through July and August. We would need a resolution to make this happen. The Library Board will discuss it at the June meeting.
- K. Jim asked about the Public School’s summer reading program. Right now, Summer Reading is more of a self-select book rather than books being assigned to groups. The kids are not necessarily reading the same books.
- L. Talked about what will happen if the State allows us to open within the next few weeks.
- M. Perhaps we could start asking people to return books now rather than waiting until June 1, so we will be ready
- N. John may speak with the Foundation about helping us put safety equipment in place – like plastic shields, etc.
- O. The staff is presently spending its time cleaning up and weeding the collection
- P. On-line programming
 - 1. Anne asked about the fact that much of the on-line programming is being done on the Library’s Facebook page
 - 2. John thinks we will also be using Instagram as well
 - 3. Commercial vendors often ask us to put information on our website. While our policy does not permit that, we are able to share outside information on Facebook
 - 4. Still need programs for the upper-elementary kids and the teens – we do not have any; the Teen Advisory Board (TAB) can assist with the younger kids, but we also need some virtual programs designed just for the older kids and teens (both educational and entertaining)
 - 5. Eric will help with things like: the book challenge; Eric also has a link to library resources on his home page at Oradell Public School (OPS); he is promoting the idea of e-BCCLS (will make it one of his lessons as the year comes to a close)
 - a. He feels that people are sometimes intimidated by the technology; he will create a tutorial to assist them
 - b. He has had success with read-aloud newsletters – the kids love seeing faces they recognize; he shared one with us; the newsletter is very impressive!
 - c. Sheila asked Eric to promote Oradell Public Library children’s programs as well
 - 6. The Oradell Book and Needle Club usually underwrites the summer kick-off program. The Staff has not yet determined how the summer (virtual) kick-off might be handled. Jim asked that this might be planned sooner than later so that the Book and Needle Club could discuss it; John said that the Friends might help with this as well.
 - 7. Linda had an idea for fund-raising once we re-open. Friends also suggested that they might have their membership drive when around the time of the Library’s re-opening.

8. Sheila asked that John to include the title of the programs that are being run virtually, especially the series (e. g. Book Club book titles, etc.) despite the redundancy in the Director's Reports, Information Services Reports, and Youth Services Reports; also to keep the Board informed about how each member of the staff is spending the month on Library business, including what tasks they are doing when they are in the building
9. John goes to the Library on Tuesday, so he sees the staff then. Otherwise, they stay connected by telephone and email; the energy of the staff being together in the Library really helps them get more accomplished
10. We need to be ready to respond when the Governor allows us to be open.
11. The staff is in touch with vendors and hopefully will be putting in orders by next week; one of the vendors came in earlier today and took measurements; it will probably be fairly expensive; Eileen asked how the Borough is handling these protections; Miriam will look into any grants or anything the Borough might have that might be available for this. We need protection around the first-floor circulation desk, reference desk, and children's circulation desk
 - a. Another library, a about the same size as ours, was estimating about \$8000 for these protections of plastic screens
 - b. We have not been spending money on office supplies, and may have some flexibility there with the Friends of the Library contributing to office supply costs

New Business

A Miriam talked about a resident put together a book of families on their porches; Miriam bought one to donate to the Library

Public Portion

No one from the public

Closed Session

No closed session

Next Board Meeting Wednesday, June 10, 2020

Adjourned 9:25 (CB, MY) unanimous.