

MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, June 10, 2020
Virtual via Zoom

Meeting Called to Order: 7:38 p. m.

Regular Business

A. Roll call on Zoom:

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

Absent: none

B. Approval of minutes:

Meeting – May 13, 2020 (CB/EG) - unanimous

C. Approval of financial reports – May 2020 – and Transaction Reports (Bill Lists) – May 2020 (CB, SJ) - unanimous

1. Joe asked a question about the financials—will the fact that we are coming in lower hurt us when we create a budget for next year? Anne responded that by paying the bills she just paid, especially for materials, considerably more will have been spent than appears right now; whether we have a surplus or deficit depends upon how much money we will continue to spend as we reopen.
2. Anne reviewed the financial report
3. Income vs. expense report reflects fewer expenses because we have been closed: equipment is the only item that is higher
 - a. The May 15 payroll report is pretty close to what it would have been had we been open; we should see a full month of saving in payroll in the June report, because much of the part-time staff has been furloughed
4. Transaction report reflects the increased use of on-line resources
 - a. The Foundation will reimburse us for the plexiglass dividers. They arrived very quickly and have already been installed.
 - b. John is also holding on to the other invoices, FEMA may reimburse us for all of these things and then we will be able to reimburse the Foundation whatever we can

D. Acceptance of May 2020 Information Services Report and Youth Services Librarian Report (CB, AS) - unanimous

1. Jim asked about the particulars of the summer reading program. John explained that he, met about this two times with Youth Services Librarian Carol Blakeslee, Schools Liaison Eric Mangol, Teen Coordinator Denise Baroni, and Amy Brancato, the Supervisor of Language Arts and Social Studies at Oradell Public School
2. The program will be virtual; they will be using “ReadSquared” rather than Beanstack, which had previously been used
3. Tuesday, June 23 will be the virtual kick-off party, and the Tuesday evening events will be Preserved, but in a virtual format, but the nature of the events is still to be determined
4. Carol will be putting out a flyer that she will share with Eric—it will go out as a “flash” and then Eric will send it to all of the OPS students
5. There will be a variety of methods kids can reflect on their books

6. Jim would like us to begin offering the books to the kids curbside as soon as the program begins; Sheila explained that we cannot open until the Governor gives his approval

E. Acceptance of May 2020 Director's Report (CB, AS)

1. Sheila thanked the staff (through John) for be working so hard during the closure; John thanked the Board for not restricting how much time employees could spend in the building, which is why we are as prepared to open as we are

Correspondence - none

Old Business

A. Library budget presentation 2020 – Follow-up

1. Right now, as of today, the Library will be funded at last year's level (\$14,000 less than we had asked for); the Borough was originally told that its State Aid would remain flat, but now that the State has cut aid to education, the Boroughs are concerned that aid might ultimately be cut...
2. John asked if it is likely that the Borough Recreation Director be reinstated---Miriam said that it would not happen yet, and that Borough Clerk / Administrator Laura Lyon's office assistant was just furloughed last night

B. Reopening the Library

1. John said that this is a proposal that he does not think needs to be voted on because it is continually evolving
2. We may be able to open the Library as early as July 6 and by-pass the curbside pick-up directly, depending on the Governor's decision
3. John and some other library directors will be meeting with the Governor to discuss Library openings; we will discourage congregating by removing furniture
4. Books will be "ordered" online if we do curbside, but if people may enter, they can possibly do regular check-out
5. Right now the rule seems to be 25% or 50 people (whichever is fewer), but this is changing, probably every two weeks
6. Summer Saturdays –
 - a. Sheila spoke to waiting to see if we need it
 - b. Jim spoke to opening on weekends in the summer
 - c. Eileen supported Jim's perspective
 - d. Sheila asked why John had suggested the hours that he did in his report, especially with regard to evening hours
7. Talked about the fact that books have to be quarantined for 72 hours after being touched
8. Jim would rather have no browsing and inter-library lending than browsing with no inter-library lending
9. Susan asked if there would be specific hours for high-risk patrons
10. Anne asked about cleaning the bathrooms. John said that we cannot do it between patrons; the cleaning service will do it at night
11. We are also not able to wipe down the computers/keyboards between uses
12. Will probably prohibit use of the computers in the Junior Room, at least early on in the reopening plans
13. Joe asked about how to handle people, especially kids, who are not abiding by social distancing guidelines; John provided some guidance

14. Talked about how John might reinstate hours; Jim said that he would like to empower John to do that as needed
 - a. John feels he would not call them back by longevity, but by the slots in the new reopening schedule that they would have worked in the old schedule
 - b. Some of the furloughed employees are collecting unemployment so they might not want to come back yet
 - c. The full-time employees can help out, but they cannot work the desk and do the rest of their jobs for seven hours straight
 - d. John would like to bring people back to the hours that they previously held when available in the new schedule
 - e. John, Carol, and Donna would be making those decisions together
 - f. Anne would like us to revisit the schedule; some part-time staff worked very few hours, some many more than that
 - g. Sheila suggested that we move to shifts
 - h. Sheila suggested that Claire help John reconstruct the schedule; we discussed how that might work
 - i. Talked about how full-time people might be used throughout this transition period
 - j. If furloughed workers who are on unemployment and making more on unemployment than from the Library are offered employment and turned it down, would they still receive unemployment
 - k. Jim suggested that we set up a committee—John, Claire and Anne—to revise the schedule
 - l. Jim moved that “we create a scheduling committee “ (JL/EG) - unanimous

New Business

- A. Cancelling July and August 2020 Library Board meetings and approval of spending for July and August 2020 up to \$30,000 each month
 1. Sheila feels that we should not cancel those Board meetings in July and August right now
- B. Suspending fines through Monday, September 7, 2020 (Labor Day)
 1. We would like to do this, keeping in mind that we want to re-instate fines (so that people return their books).
- C. Sheila would like to re-emphasize remote programming; would like John and the staff to continue to increase on-line programming (would like the Teen Coordinator to help more with teen programs)

Public Portion

Closed Session

Next Board Meeting Wednesday, July 8, 2020 at 7:30 p. m. by Zoom

Adjourned : 9:35 (CB, AS)