

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, July 8, 2020**  
**Virtual via Zoom**

**Regular Business**

- A. Roll call on Zoom: Sheila Sterling, Miriam Yu, Jim Lessersohn, Anne Sullivan, Eileen Gabrielle, Claire Beslow, John Trause, Joe Colella, Eric Mangol, Susan Jung – present (7:33pm)
  
- B. Approval of minutes: Meeting – June 10, 2020 (AS/JC)
  
- C. Approval of financial reports –June 2020 – and Transaction Reports (Bill Lists) – June 2020 (CB/EG)
  - 1. Went over Balance Sheet – no petty cash report this month because there was no activity (fines still being waived until after Labor Day)
  - 2. Anne wondered if the Lions’ Club would still be donating this year; John will reach out to them—they typically donate \$1,500 each year towards large print books, etc.
  - 3. Income and Expense Report—the revenue is in line with the budget right now
    - a. Payroll is lower because of the Library having been closed
    - b. We are about \$13,000 less than budgeted, especially in acquisitions, so it is probably time to begin ordering again
    - c. Auditor came but is not accounted for in the budget column in some of the financials
  - 4. We are in a good financial position right now because of our unfortunate circumstances this year
  - 5. The Library budget was approved at the last Council meeting – the Library budget is the same as last year’s
  - 6. Transaction Report – Anne will sign the checks as soon as John drops them off for her
  - 7. Anne asked if the Wireless Hot Spots had been returned; John said that some are still out
  
- D. Acceptance of June 2020 Information Services Report and Youth Services Librarian Report (CB/AS)
  
- E. Acceptance of June 2020 Director’s Report (CB/AS)
  - 1. Miriam asked about BCCLS delivery service; materials are mostly returned to the owning libraries right now (not all libraries had even begun starting until recently)
    - a. The Executive Board of BCCLS will be discussing when reciprocal borrowing would be starting up
    - b. Jim suggested John and some of his colleagues encourage BCCLS to resume reciprocal borrowing soon
    - c. Talked about capacity (25% is 79 for our Library) and we will allow use of two computers each on the two lower floors—we shouldn’t have a problem with that; people will not be congregating; there will be no furniture available
    - d. John is cautious about reopening the building, especially as the Governor has pulled back on some of the loosening of restrictions and may do so with libraries; patrons can get telephone reference service from 12 noon to 5 p. m.; people can ask for books in person if it is not too busy; Readers’ Advisory is happening that way as well
    - e. John has been submitting the reports of the employees’ work to us; he can suspend that
    - f. Discussed the number of people who have come in and the number of items that have been checked out

**Correspondence**

## Old Business

- A. Reopening the Library – approval of Library Reopening During Coronavirus Policy
  1. John would like us to approve the policy even before we reopen
  2. Talked about issues with using our bathrooms
  3. Talked about the touching of books and what to do with the books that have been touched
  4. Jim feels that we should follow the school opening schedule-continue curbside with reciprocal borrowing explaining that we are trying to discourage congregating and having to quarantine books, so more patrons will have access to more books by continuing the curbside
  5. Miriam noted that when you Google “Oradell Public Library”, it states that the Library is still closed; Miriam and Eileen suggested ways to edit this
  6. John has a big sign letting people know the status of the Library, but right now there are signs on the doors of the Library stating the hours of service
  7. Reviewed the policy together ((JC/MY)
    - a. Sheila read all items, we discussed several of them:
      - 1) rephrasing the computer use area: Computer use is limited and ; John eliminated the part about sanitizing
      - 2) monitoring the under 14 year-old entering without an adult; different libraries vary with regard to the age
      - 3) Jim suggests John might add something about occupancy
      - 4) John will put this on the website once we are open to the public
- B. Budget adjustments
  1. John asked about salary increases for which we had originally budgeted – 2% increases across the Board (and the minimum wage increases)
    - 1) We are saving enough for the raises with the money we had saved – Jim feels that we can afford to do what we had planned (we are saving about \$7,000 every pay period right now); discussed concerns about future Borough funding if we have a surplus from this year
    - 2) Jim suggests revising the Budget to reflect the \$14,000 reduction in the appropriation (John noted that we have already done that), then give the increases based on using what monies we have saved (January 1 to May 4, then starting again when the furloughed employees return, giving those desk assistants and pages who may not return whatever they are owed for the first part of the year).
    - 3) Jim moves to “adjust the revenue that will be balanced off by a \$14,000 reduction in the Desk Assistants line. We will then be able to give the 2% raise retroactively and everything else stays in place—Jim tabled this
    - 4) Joe moved that, “We increase salaries 2% for all employees retroactive to January 1 except for those who, according to the minimum wage law, have already received an increase this year that accounts for more than 2% of their salary.” (JC/MY) (8-1)passed
    - 5) Jim moved that “the Library Board reduce the Borough Appropriation line in the Library Budget by \$14,000 and the desk assistants’ line by \$14,000, to bring the Library Budget in line with the revised Borough appropriation.” (JL, MY) - unanimous

## **New Business**

- A. John explained why he, Anne, and Claire worked on a revised schedule for the Desk Assistants
  1. They focused only on the weekday schedule because the weekend is harder to schedule and requires more flexibility with intentionally rotating employees
  2. John has not spoken with any of the Desk Assistants yet because we are not opening yet
  3. John feels that two weeks is enough lead time to speak with the Desk Assistants about the revised schedule
  4. For the most part, people were assigned the same number of hours and the same days when possible, but the schedule is created in blocks.
  5. Talked about when the Library may open, possibly around the time school starts (that first week of September); he will probably speak with them right after the next Library Board meeting
  6. Eileen asked what criteria are John using to determine whether we should be reopening now
  7. Maybe we need to rephrase the message: “The Library is open; the building is just closed for use...”
  8. 8. Hopefully we will continue to do virtual programming and programs like the Storytime at Memorial Field last week

## **Public Portion**

## **Closed Session**

**Next Board Meeting** Wednesday, August 12, 2020

Meeting adjourned: 9:45 (MY, AS)