

MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, September 9, 2020
Virtual via Zoom

Regular Business

1. Roll call on Zoom (7:39 p.m.)

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

2. Approval of minutes: Meeting – August 12, 2020 (CB, AS)
3. Approval of financial reports –August 2020 – and Transaction Reports (Bill Lists) – August 2020 (CB, EG)
 - a. Balance sheet - \$220,000 some, everything in line
 - b. Petty cash and receipts—first time in a few month
 - 1) Collected some fines (they will start picking up now; free fines have stopped as of yesterday); discussed how people know about what their fines are and that John should put something on the website and in the e-newsletter letting patrons know that fines will be implemented again as of September 8, 2020.
 - 2) Some money from Friends and Foundation
 - 3) \$800+ in memorials and donations
 - 4) Borough appropriation (third installment received)
 - c. Comparison of Income and Expenses from last year – less than last year
 - d. Payroll – less than last year
 - e. Purchases of material reading – still lower but creeping up
 - f. Purchases of equipment and utilities—a bit higher, but not out of line
 - g. Entering 8th month with a very good operating budget number
 - h. Profit and Loss Comparison is pretty in line with last year
4. Acceptance of August 2020 Information Services Report and Youth Services Librarian Report (CB, AS)
 - a. Anne commented on the Magical Melodies (Chris Flynn) number of views—quite a lot of views
 - b. Miriam commented on how much fun the Magical Melodies is; she has watched it with her son
5. Acceptance of August 2020 Director’s Report (CB, EG)

Correspondence

1. Jim wrote to John (and also Laura Graham) about the possibility of using New Jersey public libraries, including Oradell Public Library, as a drop-off point for mail-in voting

Old Business

1. Reopening the Library

- a. Expanded hours start this weekend- the hours were offered to the people who held those hours before
- b. John has also recalled the adult and junior pages for a few hours to help pull and return materials as the Library is getting busier
- c. John suggested we do “opening by appointment”. John suggests that we invite small groups (“bubbles” as outlined by the Youth Services Librarian at last month’s meeting of the Library Board) to the Junior Room and make it as if it were a program
- d. Libraries that have already opened do not seem to be having a lot of people coming in to browse—most want to sit there and read or work on the computers
- e. We would like to limit computer use to a half hour once we reopen to the public
- f. Jim asked if there is any more thought to loosening the requirements on 72-hour book quarantine. John and Eric said that they read an article about books possibly holding the virus for six days
- g. Eric explained the present schedule at Oradell Public School (OPS)

New Business

1. Library Board meetings 2021 (JL, AS)
 - a. Discussed meeting dates for next year – John had one change of day (April 14 is a Wednesday not a Tuesday) and one change of date (John had written the third Wednesday rather than the second Wednesday in August); the motion is to accept the amended schedule
2. Holiday and Early Closing Schedule 2021 (CB, AS)
 - a. Discussed Columbus Day – we will be closed
3. Tax collection
 - a. 99% have been paid
4. Miriam is in charge of the Borough’s Tech Committee-upgrading the computers to Windows 10
 - a. Miriam asked about the BCCLS provided protection against malware; John explained that it is state-of-the art and that there are also two back-up systems
 - b. Miriam wanted to know if we wanted to be part of the Borough’s upgrade, but all of our computers are owned by BCCLS
 - c. Miriam is doing a program with the Tech Committee on phishing and spam—she asked if the Library employees might want to be part of that training; BCCLS usually catches it, but it would be great if our staff could be part of the training
 - d. Anne commented on the weeds and foliage not being well maintained around Borough Hall and the Library
5. John spoke about some of the Trustee Association meetings he had sent out to us
 - a. Saturday, October 17 - 9:00 a.m. -1:00 p.m.; only one registration per Library, so John needs to know who would like to attend; he can add as many of us as would like to attend to that one registration; please let John know by the end of next week (Friday, September 18, 2020)
 - b. “Trustees 101” is a BCCLS sponsored session for newer Trustees Thursday, October 1 from 7 - 8:30 p.m.
 - c. Possibly also a “Trustees 201” (for seasoned Trustees) – October 29 at 7 p.m.
 - d. John is postponing the program on the 50th anniversary of Apollo 13, program because we have nowhere to hold it right now (thought of the meeting room in the All-Purpose Room at Borough Hall, but the Borough Hall is closed now as well)
 - e. Jim asked when we might open the Library full time for budgeting considerations in the remainder of 2020 and into 2021; John said he did not know

Public Portion

Closed Session

Next Board Meeting Wednesday, October 14, 2020

Adjourned : 9:01p.m. (CB, EG)