

**MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, October 14, 2020**  
**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, Joe Colella, Eric Mangol, Miriam Yu, Susan Jung, John Trause

Absent: none

B. Approval of minutes: (EG, AS)

Meeting – September 9, 2020

C. Approval of financial reports – September 2020 – and Transaction Reports (Bill Lists) – September 2020 (CB, AS)

1. Not a lot of activity since Library has been closed for about seven (7) months

2. Looked at Balance Sheet

3. No petty cash report because no monies have been deposited; with fines having been reinstated we hope to soon be earning some money—also through gifts, donations...

4. Comparison sheet shows almost everything lower this year; Borough is paying us less because our payroll expenses are less; after the 15<sup>th</sup>, some of our part-time people have returned to work

a. Acquisitions seem to be lower. We are not getting any newspapers (so we are saving), but are still receiving print magazines; newspapers will be resumed among the last things in re-opening

5. We want to make sure that we receive the entire appropriation from the Borough. Right now, we are getting less money because our payroll is less. We need to pursue the shortfall now, rather than waiting until the end of the year.

6. Jim suggested that our next budget be a two-year budget; we could use some of our surplus next year (and can then have a smaller appropriation) with the understanding that we be fully funded the following year. We should budget full hours, full acquisitions....and whatever we save we can use to supplement in the second year (as we are hoping to do this year).

7. Talked a bit about the office supplies line item

8. Anne talked about the transactions report – several items were discussed

9. Katie Chen (Borough Treasurer) just responded to John's inquiry saying that we will be receiving the balance of the appropriation soon (November 2020).

D. Acceptance of September 2020 Information Services Report and Youth Services Librarian Report (CB, MY)

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

1. Miriam asked about a Borough request that had been made to use the meeting room as a teaching room for an Oradell Public School (OPS) teacher. John explained where they were at that point.

**Correspondence**

**Old Business**

A. Reopening the Library

1. Staff was concerned about keeping our bathrooms open when the Library reopens. John spoke with other Directors who felt they should be kept open
2. Patrons will be directed to wear masks and use hand sanitizer upon entering the Library.
3. We will probably not permit use of computers initially; other Libraries have been having difficulty getting patrons to leave the computer
4. John has already created a sign, which he is revising right now, to be placed outside the Library with some rules and suggestions for appropriate Library behavior during this phase-in
5. Would like to start the first phase on November 2; there is a new schedule, different from the one John, Ann and Claire created, because some of the staff are not available right now
6. New hours: 11 a.m. – 5 p.m. Monday-Saturday and 1 p. m. – 5 p.m. on Sunday. Talked about opening some evening hours. John would prefer to wait until the next phase. Board would like to have Tuesday, Thursday 11 a.m. -7 p.m., so we have some evening hours.
7. John talked about upgrading our air conditioning filters (MERV 13) for increased efficiency (we now have MERV 11s). We need an estimate for that – and such an estimate needs to come from the Borough. John also proposed ultra-violet lights in the HVAC system—that too would need an estimate requested by the Borough
8. There was a question of whether we want our books to continue to be marked for security. John would like to continue to have the system—we would just need to inform the patrons how to do the extra step during check-out—we all agreed that we should keep security in place
9. The Board moves to “Adopt part 3 of the reopening plan with a single amendment which would be to have Tuesday and Thursday hours changed from Tuesday and Thursday from 11a.m. - 5 p.m. (as proposed) to 11a.m. – 7 p.m. effective November 2, 2020”...Roll Call vote (unanimous)

## **New Business**

- A. Virtual New Jersey Library Trustee Institute on Saturday, October 17, 2020, 9 a. m. – 1 p. m.  
Trustee 201: For the Seasoned Trustee on Thursday, October 29, 2020, 7:00 p. m. – 8:30 p. m. (via Webex Meeting)
  1. Eric, Miriam, and Susan attended the Session 101; Eric gave an overview his impressions
  2. The Virtual New Jersey Library Trustee Institute is coming up on Saturday, October 17, 2020; it is a big session—John, Anne and Sheila attended this one in person some 10 years ago; John will send each of us a link to this program
  3. Then there is a BCCLS sponsored program – Trustee 201 that is mostly concerned with fundraising. John had already shared this with the Trustees, Friends, and Oradell Public Foundation members.
- B. The Lions said that they will be sending their donation when they are able. John reassured them that we would continue to support their programs (Large Print Book and audiobook acquisitions) regardless
- C. Borough Task Force will be discussing the safety of opening the Library in this new phase; Miriam will let us know if it has any problem with our opening on November 2 as we planned

## **Public Portion**

## **Closed Session**

**Next Board Meeting** Wednesday, November 11, 2020

Adjourned 9:00 p.m. (CB, AS)