

MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, November 11, 2020
Virtual via Zoom

Regular Business

A. Roll call on Zoom – 7:35

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: (SJ, EG)
Meeting – October 14, 2020

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

1. Balance sheet – not a lot of activity because of sporadic opening
2. Petty cash & receipts – close to what we had budgeted; received some money from the Friends; payments for lost materials, no fine income reported yet even though fines had been reactivated since September 2020
3. Appropriation less than budgeted because some of the money was given to us for other reasons
4. Payroll – we are right on target; payroll is so much less than budgeted for the year
5. Materials – we have extra money there because we were closed for so long, and the staff is catching up on ordering materials
6. Telephone bill is higher, because of T-Mobile (increased bandwidth)
7. Profit and loss report shows us having saved a fair amount of money this year
8. The Budget Committee (JL, AS, and JJT) will meet tomorrow to begin planning for what we will ask for an appropriation
9. Went over some items on the transaction report
10. We are about \$160,000 ahead right now; when the Budget Committee meets tomorrow, they will try to be looking at a two-year plan; we hope to be fully operational by 2022; we will only ask for a lower amount for next year

D. Acceptance of October 2020 Information Services Report and Youth Services Librarian Report (CB, EG)

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

Correspondence

None

Old Business

A. Reopening the Library –

1. Cleaning the Library (statements for increase to five, six, and seven times per week)
Four (current): \$1,100 per month (since April 2010) and \$13,200 annually
Five: \$1,540 per month and \$18,480 annually

Six: \$1,950 per month and \$23,400 annually
Seven: \$2,290 per month and \$27,480 annually

2. Discussed re-opening confusion

- a. At the last Board meeting, we voted to re-open the Library on November 2
- b. We did not know that the Borough Task Force had to approve the Library's re-opening
- c. John had to provide revised information, which he did right away, but it then took several days. Yesterday we were given the okay to open, but, because the Governor will be giving more directives on opening/closing of businesses tomorrow (Thursday, November 12, 2020), John suggested that we wait to hear what new restrictions the Governor may require tomorrow before we open (so that we do not open only to have to close right away again); if the Governor does not restrict Libraries, we will re-open on Friday morning. Hopefully the transition will be smoother after the Governor speaks tomorrow
- d. Carol Blakeslee brought up a new procedure where Library patrons have to 1) have their temperature taken and 2) complete a questionnaire every time they enter the building
- e. we spent some time discussing the questionnaire; John suggested that he might put the form on the website, so patrons could read it before coming to the Library and bring in the completed sheet when they come in
- f. John asked if the Oradell Coronavirus Task Force if it would increase the present limit of 25 people (10 staff members plus patrons) up to at least 35. (25% capacity would be 79 people)
- g. Sheila would like to read the message that will be sent to patrons about closings before they are distributed to the public
- h. The temperature scanner needs to be ironed out a bit, but John assured everyone that it should work well – the temperature is probably capped around 100; the thermometer reminds one to put one's mask back on if someone has taken it off for the temperature check
- i. The Coronavirus Task Force is satisfied with the kind/amount of cleaning we are providing and will continue to do
- j. Talked about whether employees who either leave the state or are in contact with someone with Covid and must quarantine will get paid for the time in quarantine—Miriam will explore that further

- B. Virtual New Jersey Library Trustee Institute on Saturday, October 17, 2020, 9 a. m. – 1 p. m. - Review Trustee 201: For the Seasoned Trustee on Thursday, October 29, 2020, 7:00 p. m. – 8:30 p. m. (via Webex Meeting) – Review
1. Sheila and John attended the State Trustee Institute; gave lots of information, especially on how to handle people in emergency situations, reviewing the Library Board by-laws, etc.
 2. Joe went to the BCCLS Institute
 3. John periodically does training for the staff on handling people in an emergency (similar to what he heard at the Institute); he will increase that training; if the presentation from the Institute was recorded, Sheila asked that perhaps it be shared with the staff

New Business

- A. Reappointment of Sheila Sterling to Library Board
1. Sheila will submit her letter to the Mayor soon
- B. Review of Emergency Closing Policy
1. Sheila suggested that we review this in light of the situation we experienced when we were closed for so long and then had to furlough the part-time staff
 2. "If the Library remains closed in an emergency situation for more than 5 days, the part-time assistants would be paid for their scheduled work hours for closures up to 5 days" – motion made by Joe, seconded by Jim—vote was unanimous

3. John will take out the article “she” before “designee”

C. Review of Library Board Bylaws

1. Joe will review them and speak with John and Sheila about any change that he thinks should be made; we'll go over them at the next meeting.

Public Portion

Youth Services Librarian Carol Blakeslee offered comments and recommendations during some of the discussions.

Closed Session

Next Board Meeting Wednesday, December 9, 2020

Meeting Adjourned: 9:30 (CB, SJ)