

10.28.21 - SC Meeting Minutes



DRAFT

SYSTEM COUNCIL MINUTES
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM
October 28, 2021
Virtual

PRESIDING: Stephanie Bellucci, Cliffside Park

NOT PRESENT: Ridgefield

Attendance sheet is attached to the minutes in the BCCLS office

1. Call to Order

Stephanie Bellucci called the virtual meeting to order at 10:06 am. She reminded everyone of the usual reminders: ensure their computer-displayed names are descriptive when signing in, email Darlene Swistock if participating via phone, mute mics when not speaking and when typing in the chat box, state name and library when speaking and wait to speak until the Public Portion, Membership Hearing or when comments are requested. She asked that the motion be clearly stated, identify who made the motion and who seconded it. If a library must vote via the chat box due to technical difficulties, the vote will be repeated orally so it is documented. This will help to ensure that there is a clear record on the recording and in the minutes. Otherwise, all voting at this meeting will be conducted electronically. Directors received an email with the link and passcode; there is no voting via raised hands or the chat box. Dave Hanson also advised that there is now a "Did Not Vote" option in addition to "Yes", "No" and "Abstain".

She welcomed new director Esperanza Pacheco (previously Acting Director) in Englewood.

2. Minutes of Previous Meeting - September 23, 2021

It was MOVED BY: Chris Hartigan Seconded by: Mary Jo Jennings to approve the minutes as written. All in favor. Motion carried.

3. Public Portion

Marie Marx, Garfield School District Librarian and Alternate to the Superintendent for the Garfield Public Library Board of Trustees, asked that BCCLS consider adopting SORA as it is an easier sign-on for students. Dave Hanson explained that anyone with a BCCLS library card can access SORA through the app. Holly Belli also offered to share how Bloomfield handled a similar situation.

4. Treasurer's Report

Terrie McColl's report was previously shared with the membership. She reminded everyone that additional details are available within MyBCCLS. There is a new definition of accrual accounting in the meeting packet. She also reminded everyone that the lists of financial accounts and billing buckets are available in MyBCCLS as well.

It was MOVED BY: Adele Puccio Seconded by: Tara Cooper to accept the Treasurer's Report. All in favor. Motion carried.

President's Report

Stephanie Bellucci's report was previously shared with the membership. Since there was a full agenda, she did not review her report. She congratulated the directors with new babies or babies on the way. There was a question about her mention of the Mandated vs Opt-In

Services Task Force reviewing the billing formula since that is a charge of the Finance Committee. Dave Hanson explained that MOST has the rubric in the Strategic Plan and then it goes to the Finance Committee for approval. There were no further questions about her report.

5. Executive Director's Report

Dave Hanson's report was previously shared with the membership. He mentioned the Diversity, Equity & Inclusion events hosted by the Trustee Development Committee, Diverse & Underserved Populations Committee and the Library Administration, Management & Personnel Committee as well as the LLNJ Information Equity program and the Supervisory Training presented by LAMP. There were no questions about his report.

6. 2022 Executive Board - Election and Trustees

Lori Quinn, chair, advised that Adele Puccio, Martha Urbiel and Camile Valentino have been appointed to the Executive Board next year. She congratulated them and thanked everyone who ran. Dave Hanson, in his role of Secretary, cast the vote for Adele Puccio for President as she ran unopposed.

In addition to the election of Directors to the Executive Board, 2 libraries, Dumont and Hillsdale, were chosen at random to have one of their trustees participate on the BCCLS Executive Board in 2022. In the event they are each unable to send a trustee representative in 2022, Cliffside Park, Hasbrouck Heights, Palisades Park and Franklin Lakes were randomly chosen as alternates. Darlene Swistock explained that the list for the drawing consisted of the libraries that have not had a trustee on the board in the last 20 years and she also removed libraries that will have a director on the Executive Board in 2022. There were 32 libraries that qualified for the drawing.

7. Committee Reports

a. Committee Chairs Check-In Meeting Notes

The Committee Chairs Check-In Meeting notes were included in the Executive Board meeting packet. Stephanie Bellucci explained that the Finance Committee did not give an update as they did not have anyone present at the meeting.

b. Policies & Procedures Committee Update

Chris Doto, chair, reviewed the committee's pending work. Kathleen McGrail, chair of the Bylaws Committee, was concerned about the phrasing of "Investigating the merits of changing the limits of print and digital materials for lend and send." as it appeared that the request was reframed to make the physical collection match the eContent collection. Dave Hanson explained that this is a list of Work in Progress, not a recommendation. Chris Doto said anyone was welcome to attend the next P&P Committee meeting.

8. Old Business

a. Bylaws Committee - Recommendation - VOTE

Kathleen McGrail, chair, advised that the committee recommendations were introduced at last month's System Council and the membership will vote on them at this meeting. She pointed out the definition of supermajority (Section 4A, vi) has been changed and that votes to Abstain will no longer be counted as No votes; they will be considered non-votes.

It was MOVED BY: Kathleen McGrail Seconded by: John Trause to accept the Bylaws Committee proposed changes as presented.

The vote was conducted electronically: Yes (73), No (0), Abstain (3) and Did Not Vote (1). Motion carried.

Stephanie Bellucci advised that the individual details of the electronic voting do not appear on the screen, but they are available from the BCCLS office. If they are to be included in the meeting minutes, parameters will need to be set. She thanked Kathleen McGrail and the committee for their hard work.

b. Information Report on eContent Sharing - VOTE

Dave Hanson reported that once eContent is shared, it cannot be unshared. Several directors

shared the results of their research into this topic regarding holds, embargoes, the central collection and spend & return ratios. Since this is such an important topic, it is necessary to explore all options, determine the next steps and the impact on the budget. Stephanie Bellucci thanked Kathleen McGrail and Dave Hanson for their data and advised that she will discuss this matter with Adele Puccio, the next BCCLS President, to determine how to proceed going forward: should a task force be created, should this be added to the charges for the eBCCLS Committee or something else.

c. BCCLS 2022 Budget - VOTE

The BCCLS 2022 Budget was previously introduced to the membership at last month's System Council.

It was MOVED BY: Terrie McColl Seconded by: Amy Babcock-Landry to approve the 2022 Budget.

A discussion followed about the budgetary impact of increasing the core collection, the population numbers used, and the proposed decrease of eContent spending.

It was MOVED BY: Margaret Mellett Seconded by: Judy Heldman

to increase eContent by \$100,000 in the 2022 Budget to restore previous funding and help to defray the platform fee of \$8,000.

It was MOVED BY: Samantha McCoy Seconded by: Chris Hartigan to take a 10-minute recess. All in favor. Motion carried.

Several directors explained the burden of another increase to their BCCLS' bills. Although they may have big libraries, they are only funded at 1/3 mill and nothing more.

It was MOVED BY: Kathleen McGrail Seconded by: Holly Belli

that all votes for motions related to budgetary items at this meeting be done by roll call voting. Some directors thought it was important to know how other directors voted and others thought it was not necessary.

The vote was conducted electronically: Yes (23), No (47), Abstain (6) and Did Not Vote (1). The motion to conduct roll call votes for all motions related to budgetary items at this meeting did not pass.

The vote was conducted electronically: Yes (12), No (61), Abstain (2) and Did Not Vote (2). The motion to add \$100,000 to eContent in the 2022 Budget did not pass.

The vote was conducted electronically: Yes (69), No (1), Abstain (4) and Did Not Vote (3). The motion to accept the 2022 Budget carried.

Stephanie Bellucci thanked the Finance Committee and the BCCLS Office for their work on the budget.

New Business

a. BCCLS Technology 3-Year Plan - REVIEW

Eric Lozauskas, Director of Information Technology, provided the annual technology update. It covered Cybersecurity (Infosec Policies, Infrastructure and Standards, and People and Training), Equipment Inventory & Goals (Managed Wifi Networks, Managed VOIP Phones and Managed Laptops) and Projects (Router Replacement, Switch, Replacement Backup Solution, Innovative Vega and Mobile App, and Unique Sign-Ons). He thanked Midland Park and Fair Lawn for serving as beta test sites for the Aruba firewalls project. The complete presentation is available at <https://tinyurl.com/scupdate2021>. Stephanie Bellucci thanked Eric Lozauskas for his presentation.

9. Executive Session

Not Needed

10. Membership Hearing

- Erin Hughes would like in-person meetings to resume. Stephanie Bellucci advised that this is on the agenda for the Executive Board meeting in November.
- Dave Cubie shared that West Orange is an ARPA Spoke and that Montclair is Access Navigator. These regional resources will help people to close the digital skills divide.

11. Next Meeting

System Council: Thursday, 12/16/21 @ 10:00 am - Virtual
Executive Board: Monday, 11/15/21 @ 10:00 am - Virtual

12. Adjournment

It was MOVED BY: Tara Cooper Seconded by: Dave Cubie
to adjourn at 1:01 pm. All in favor. Motion carried.

dms: 10/29/21