

04-15-15 Minutes

Minutes of BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

Executive Board April 15, 2015

PRESIDING:	Len LoPinto	Paramus
PRESENT:	Adele Puccio	Bloomfield
	Christine Hartigan	East Rutherford
	Mimi Hui	Hasbrouck Heights
	Dave Franz	Hillsdale
	Kurt Haderler	Mahwah
	Riti Grover	Norwood
	Chris Doto	Park Ridge
	Laura Rifkin	Washington Township
	Marie Coughlin	BCCLS
	Pat Loughnane	BCCLS

1. Minutes of Previous Meeting: MOTION: Christine Hartigan moved to approve the minutes of February 25. Laura Rifkin seconded. Len LoPinto made note of one correction - Berkeley College will underwrite BooksNJ2015 at \$10,000. Motion carried.
2. Public Portion: None
3. Treasurer's Report: Mimi Hui presented the February P&L Report. Marie Coughlin and Mimi Hui responded to a question from Riti Grover about NJ Cash Management and the number of bank accounts maintained by BCCLS. More information at the June Executive Board meeting. No further questions.

January

Of the 2015 Budget of	\$3,278,405	\$2,829,303	has been received
leaving a balance of	-449,102	Total expenses	1,160,035
leaving a balance of	-2,118,370	Checking Account Balance	159,797
NJ Cash Management	1,925,366	Scholarship	31,400

The financial report has been filed for audit.

4. Correspondence: Marie Coughlin led a discussion with Board members about the letter dated March 19 to BELs Coordinator Abigail Bacon confirming the official cessation of the partnership with BELs in July 2014. BCCLS will honor the due dates on outstanding loans up to and including April 30. Following a comment about extending the April date, Len LoPinto

stated that there will no longer be mediated requests by the school consortium and that schools must forge a relationship with local libraries.

5. President's Report: Len LoPinto's monthly report (copy attached) was distributed to the Board members earlier. He noted that BCCLS Scholarships will be awarded at the May 14th System Council meeting and commented on the importance of supporting professional librarianship in public libraries. Robert White will attend the System Council meeting to present the inaugural Robert W. White Library Scholarship. He recommended that a budget presentation be made to the Board of Chosen Freeholders in June. He has contacted County Executive Tedesco about appointing a county representative to the Executive Board. He referred to the recent email on world language material expenditures and commented on the amount being spent by the Paramus Library.
6. Executive Director's Report: Marie Coughlin's monthly report (copy attached) was distributed to Board members earlier. She touched on the following topics:

Hoopla - the eBCCLS Task Force will evaluate and discuss the April circ at their May meeting.

West Orange - 'go live' date is May 12th.

Northvale - visited the library on April 8 with Luca Manna. The 'go-live' date has been delayed until June or July. Director Ellen O'Keefe is currently hiring new permanent staff and also temporary staff to link existing materials in Polaris. Following a brief discussion about Northvale residents registered at other libraries, public relations, and having a big celebration when Northvale begins circulating, Laura Rifkin suggested, and Board members concurred, that a countdown to the Northvale grand opening be posted on a slide on the BCCLS website.

NJLA - will attend the NJLA Conference and celebrate two awards given to BCCLS and/or its staff on April 21 at the Honors & Awards Reception - an NJLA Library Champions Award for Robert White and a Public Relations and Marketing Award for BCCLS for its 35th Anniversary initiative.

eBCCLS - she updated Board members on OverDrive's Advantage and 3M's Shareback programs. Both companies now allow for easy sharing across a consortium after a time period specified by the client. More information as it becomes available.

Budget & Financial Reports - the work is concentrated on revising the current budget & financial reports to bring more clarity to the reporting for the membership. A new budget template will be presented at the June Executive Board meeting. The official 2016 budget will be submitted at the August meeting along with forecasts for 2017 and 2018. Small group meetings will be convened in the fall to review the proposed 2016 budget and to discuss ideas for a long range strategic plan.

Goals & Objectives - it was noted that the attached goals & objectives by will be accomplished by August or September.

Library visits - reported on her visit to Bogota with Laurie Meeske and her upcoming visit at Hackensack. More visits will be scheduled in the coming months.

Maternity Leave - estimated due date is September 24. She will have a plan detailing any changes in service and/or contacts during her absence at the June Executive Board meeting. She plans to return to the BCCLS office on January 4, 2016.

7. Committee Reports:

Policies & Procedures - Committee submitted the attached recommendations and guidelines on Daily Fines for media, Self Published Materials & Print on Demand, and BELS. Discussion ensued about fines and customer service, justifying the submission of self-published and print on demand materials for cataloging, and publishing industry changes. Following discussion among Board members about whether or not the BELS section constituted a housekeeping recommendation or a policy change, the following action took place. **MOTION: Chris Doto moved that the BELS section be sent to the membership for approval. Kurt Haderler seconded. Motion carried.**

Board members concurred with the findings of the Policies & Procedures committee regarding the Upper Saddle River Library adding a manual fine on non-USDR card holders returning high-demand DVDs thorough delivery. The committee agrees that as long as Upper Saddle River contacts the patron's home library to explain the issue and asks the home library to add the fine, Upper Saddle River Library is not violating policy.

Scholarship - Board members received the list of 2015 Scholarship Award winners and a recapitulation of scholarship funds since 2002. Chris Hartigan reported on the number of applications, the interviews, and the committee's decision making process. **MOTION: Chris Hartigan moved that \$12,250 in scholarship funds be awarded in 2015. Laura Rifkin seconded. Motion carried.**

Supervisory Training Task Force - Laura Rifkin informed the Board that the task force is meeting with an instructor on May 15 to cement the final details of the proposal with a formal recommendation presented at the June Executive Board meeting. In response to a question, she gave a brief description of the proposed training model.

Advocacy Services - committee is co-sponsoring the NJLTA Road Show on May 13 at the Secaucus Library.

C.A.L.M. - Adele Puccio reported on the new director breakfast scheduled for May 5 and the ongoing community circle breakfasts.

Friends of the Library Task Force - Mimi Hui reported on the positive feedback from the recent program on book sales for 65 people. She mentioned the program on May 19 on Legal, Organizational & Financial Issues for Friends Groups at the Paramus Library 7:00 p.m. Len LoPinto stated that he plans to convert the task force to a permanent committee in June.

Personnel - Laura Rifkin advised that the new professionals breakfast will be held on June 5 at the Millburn Library. Next committee meeting is scheduled for April 30. Membership surveys will be sent out soon.

Public Relations - Committee is sponsoring BooksNJ2015 on June 14 at Paramus and Selected Shorts on June 24 at Wyckoff.

Public Relations - Len LoPinto mentioned the BooksNJ2015 festival on June 14th at the Paramus Library. Funding for the event is underwritten by the Paramus Library & BCCLS at \$5,000 each and Berkeley College at \$10,000. A grant request has also been sent to the State Library.

Technology - Kurt Haderler reported that the committee's main focus is on the "Tech Talks". He summarized the amount of work devoted to date on streamlining the catalog submission

process, specifically the SkyRiver software, and explained the rationale for not taking the field trip to Suffolk County. Committee has scheduled a SkyRiver two part demonstration on May 1 for committee members and cataloging staff with the hope that the software can be adapted to our workflow.

8. Old Business:

(1) **Northvale** - Already done.

(2) **West Orange** - Discussion took place about contracting libraries waiting three years for full voting privileges. **MOTION:** Mimi Hui moved that voting privileges for future contracting libraries be effective the first day of circulation. **Chris Doto seconded.** Following a brief discussion about taking action on a contractual item that might bind future Executive Board members, Board members concurred with Kurt Haderler's recommendation that the question of extending voting privileges to contracting libraries on the first day of circulation be sent to the Bylaws Committee. **At this point, Mimi Hui withdrew the Motion.**

9. New Business:

(1) **Audit** - Marie Coughlin advised that the draft Audit has been received. She is working on making improvements to the financial reporting. The Finance Committee will meet with our auditors, Dorfman Abrams, in May.

(2) **E-Mail Votes** - Len LoPinto mentioned email voting vis a vis the Sunshine law and that the Executive Board is bound by same. He also remarked that the organization's meeting dates will be published in accordance with the Sunshine law.

(3) **Executive Director Evaluation Process** - Len LoPinto distributed a memorandum outlining the evaluation process to Board members in advance of the meeting. He appointed Mimi Hui and Laura Rifkin to the evaluation committee along with Dave Franz and himself. He pointed out that an evaluation will be presented in both June and August. If the six-month probationary period is concluded successfully in August, the Executive Director will be granted permanent status with annual performance evaluations thereafter commencing in January 2016. He suggested that Board members offer opinions on the Executive Director's performance to the evaluation committee via email prior to the June evaluation utilizing the official evaluation form as a guideline. For the August evaluation, the committee will tally the numerical questions on the official evaluation template submitted by each Board member. The resulting collective review will be distributed to the Board, discussed and approved at the August Board meeting.

(4) **Woodcliff Lake** - Dave Franz responded to an email in BCCLS Feedback from a Woodcliff Lake resident sending out query about trying to bring a library to Woodcliff Lake. He replied with some history going back to 2003/2004 as it relates to full BCCLS privileges and emailed the proposal, referendum, and newspaper articles from that time period. He also informed him that the referendum failed.

Len LoPinto remarked that BCCLS will not consider requests for membership until our long range strategic plan and budget forecasts are approved by the organization.

10. Membership Hearing: Mimi Hui urged Board members to attend the NJLA Pre-Conference to support NJLA President Terrie McColl.
11. Date of Next Meeting: System Council 5/14 @ Township of Washington; Executive Board 6/24

@ BCCLS

12. Adjournment: 12:00 p.m.

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