

# 08.22.18 - EB Meeting Minutes

## EXECUTIVE BOARD MINUTES

### BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

#### North Bergen Public Library

August 22, 2018

**PRESIDING:** Kurt Hadelor Mahwah

**PRESENT:** Cindy Czesak BCCLS

Stephanie Bellucci Cliffside Park

Gerry McMahon Franklin Lakes

Ruth Springer Garfield

Jennifer Breuer Glen Ridge

Mimi Hui Hasbrouck Heights

Matthew Latham Leonia

Sai Rao North Bergen

Samantha McCoy West Caldwell

**NOT PRESENT:** Christine Hartigan East Rutherford

Judy Nelson Roseland

**ALSO PRESENT:** Darlene Swistock Recorder of Minutes

**GUESTS:** David Hanson BCCLS (via Skype)

Patricia Durso Allendale

Eric Lozauskas BCCLS

Chelsea Coleman Bogota

Ellen O'Keefe Glen Rock

Monica Smith Hawthorne

Gretchen Kaser Ho-Ho-Kus

Amy Babcock-Landry Livingston

Laurence Bergmann Livingston (Trustee)



(awarded \$10,000 in scholarships in June)

• Payroll	\$65,375
• Petty Cash/Credit Card	\$4,842
• NJ Cash Management	\$623,784

She also provided a written report. The Finance Committee met at the BCCLS office to review the FY19 Budget and the Technology Plan. She thanked Cindy, Eric and the staff for their work on the quality and transparency of the financial reports provided each month. She also noted that the Cash Management account earned \$968 in interest in July and \$6,659.68 year-to-date. She recommended that this be included as income in the budget. The BCCLS office has continued to implement the Spire Group recommendations which have added clarity and they are working to show percentages on the monthly budget vs actual reports. Jennifer Breuer asked if Cindy Czesak had any concerns about the financial statements (No). Payments for fines made via credit card will be issued to libraries quarterly and Mike Grgurev is working on the monthly reports this week.

*It was MOVED BY: Jennifer Breuer*

*Seconded by: Matthew Latham*

*To accept the Treasurer's Report for audit.*

*All in favor.*

*Motion carried.*

#### **4. Correspondence**

None

#### **5. President's Report**

Kurt Haderler's report was previously distributed to the board members. It summarized his communications with David Hanson, his work with the Delivery Task Force and other activities. He announced that Judah Hamer will be the co-chair of the Advocacy Committee; this vacancy was created when Riti Grover resigned. There were no questions from the membership about his report.

#### **6. Executive Director's Report**

The report of Cindy Czesak, Interim Executive Director, was also previously distributed to the board members. She congratulated Sai Rao on the opening of the Guttenberg Resource Center. She also mentioned that there will be a new round of Advantage Plus libraries and she will be reviewing the 2017-2018 statistics for RB Digital and comparing the publications available in RB Digital to the publications available in Overdrive. There were no questions from the membership about her report.

#### **7. Committee Reports**

##### **a) Policies & Procedures Committee - Recommendation**

Jennifer Breuer, chair, reviewed the recommended changes to the Policies & Procedures Manual:

- Patrons > Registration > Uniform Manner of Entry
- Patrons > Residency > Restricted Card Requirements
- Collection Development > Catalog Submissions > Submissions Requisites for all Accepted

## Formats

*It was MOVED BY: Samantha McCoy      Seconded by: Mimi Hui*

*To accept the recommendations and send the policy changes to System Council in September. All in favor. Motion carried.*

### **b) Personnel Committee - Recommendation**

Kurt Haderler recapped that the Personnel Committee's recommendation to engage an HR consultant to review BCCLS benefits is in progress. A survey will be sent to the office staff and the consultant is also reaching out the vendors who provide those benefits to collect information so she can make an evaluation and compare BCCLS' benefits to libraries as well as the private sector employers.

### **c) Delivery Task Force**

Stephanie Bellucci, chair, reminded everyone that all task force information is available in the Knowledge Base and she summarized their recent activities:

- 8/09 - visit to Ramapo Catskill Library System to view their process and facility.
- 8/15 - RFP sent out, vendors were alerted and a notice was posted on the website and in The Record. The task force met to recap their visit to RCLS and see how the process could be implemented at BCCLS.
- 8/21 - mandatory bidders conference call to answer bidders' questions; questions were asked about the volume, sorting in the vans, routing slips and funding.
- 8/24 - Kurt Haderler and Cindy Czesak to meet with Kathy Shalk-Greene and Philip Berg of LLNJ.
- 9/05 - bids due.
- 9/06 - bids to be opened at BCCLS office and task force to meet to discuss their recommendation to the Executive Board.
- 9/12 - Special Executive Board meeting to review the Delivery Task Force's recommendation.
- week of 9/17 - virtual information session to discuss delivery prior to System Council on 9/27; the task force will survey the membership about their volume and how many items, bins and boxes are shipped on a daily basis.
- 9/27 - possible addendum to budget introduced at System Council.
- 10/25 - possible vote on addendum to budget at System Council.

The task force liked the bins that RCLS is using. They are more expensive than the bins originally selected, but they are very well made and will last a long time. There are tracks on the bottom to make stacking easier and they lock together. RCLS does not use plastic bags for books; the slip from ILS serves as the delivery slip. A discussion followed: Ellen O'Keefe pointed out the uniformity of bins rather than using assorted boxes and bins. Laurence Bergmann asked if the vendors' bids could be lowered because the uniformity makes things easier and if the vendors would help pay for the bins. Kurt Haderler advised that, regardless of the vendor, BCCLS wants to retain the bins so we would need to capitalize the bins ourselves. Amy Babcock-Landry attended a Think Tank meeting with the State Library and the LLNJ Advisory Group and LNRB Advisory Group. They were asked about priority services for their libraries and what they thought equitable service looks like. It was a panel discussion with no opportunity to ask questions. It appeared that funding LLNJ was not a priority and the State Library did not commit to funding delivery on a statewide level. Kurt Haderler reported that the in-transit report is back up to 40,000 items (that was the level that holds were suspended earlier this year) and there is an uneven level of service among the current delivery routes, with one route having at least 22 stops and long delays. Mary Chute commended BCCLS for

exploring options to provide good service to its member libraries. Cindy Czesak advised that BCCLS received its bill from LLNJ for 5th day delivery to the 24 libraries that are only scheduled to receive delivery 4 days; the bill is for October-December and is higher than it had been. Jennifer Breuer asked what other consortia are doing and Cindy Czesak replied that she will be having lunch with the other Executive Directors next week. They are limping along and waiting to see what will happen, but they do not have the same volume as BCCLS. Samantha McCoy commented if BCCLS manages its own delivery, we could include other consortia as a source of revenue. Leonard LoPinto asked if BCCLS is considering immediately handling delivery on its own rather than using a vendor as an interim step. Kurt Haderler advised that BCCLS is considering all options, including handling delivery on its own. Representatives from RCLS were invited to System Council on September 27 to explain how they manage delivery.

#### **d) Tech Committee - Recommended Changes**

Matthew Latham, chair, advised that the committee looked at 4 versions of calendar software and is recommending LibCal (Spring Share) at a cost of \$4,295 (about \$57 per library per year) for the basic calendar service with 100 room spaces. The committee liked the calendar view and front-facing view as it is easier to use for staff and patrons, it can be customized for libraries and BCCLS-wide, and social media can be integrated. The reservation feature is an upgrade option that can be added later. Samantha McCoy asked if reservations can be used for museum passes (Yes) and asked if libraries can upgrade on their own (No, but libraries can be billed separately through BCCLS for additional spaces.). At one point, 60 libraries were using evanced, but some stopped using it when the contract was ended. How many libraries would come back and use this new software? Kurt Haderler reminded everyone that since this would increase the budget, it requires Executive Board approval and a super majority approval at System Council. Peter Coyl asked if pricing was based on all 77 libraries paying for LibCal even if they did not use it (Yes). Susan Kumar wanted to remind everyone that we need to be mindful that all libraries' budgets cannot handle extra expenses. Ellen O'Keefe asked if there was an on-line demo available (Yes) and Gerry McMahon asked if it could be shown at System Council (Yes). Kurt Haderler asked if the recommendation is to include this in the budget as a replacement product or as an addendum. Ellen O'Keefe and Matthew Latham suggested this be an addendum to gauge interest. Jennifer Breuer asked if there were any data of patrons using this systemwide (No). Lastly, Kurt Haderler thanked the committee for their hard work on this project.

*It was MOVED BY: Samantha McCoy      Seconded by: Jennifer Breuer*

*To accept the recommendation of the Technology Committee as an amendment to the budget. All in favor. Motion carried.*

### **8. Old Business**

**a) BCCLS Office Relocation** - Cindy Czesak stated that the lease negotiation is in process. Some of the funds in the move budget will be reallocated as more money is needed for furniture, the server room work and additional security for the server room and IT storage while moving costs should be lower. Kurt Haderler recapped that the 2019 budget includes \$45,000 (office relocation) and \$50,000 (office furnishings) which is money well spent.

**b) Succession Planning - Executive Director** - Kurt Haderler advised that he and David Hanson have been talking about plans for the first 6 months and he asked David Hanson to speak about them. David Hanson reviewed his deliverables for the first 6 months which include working with the BCCLS staff, setting up regional meetings to meet as many directors as possible, attending as many committee and task force meetings as possible, creating a basic communication standard that

directors can include in their board packets and beginning to work on the new strategic plan.

## **9. New Business**

Gerry McMahon asked about a public acknowledgement of David Hanson to be in compliance with Article 2, Section 2 of the BCCLS By-laws.

*It was MOVED BY: Gerry McMahon*

*Seconded by: Mimi Hui*

*For the Executive Board to approve the hiring of David Hanson as the new Executive Director. All in favor. Motion carried.*

**a) 2019 BCCLS Budget** - Cindy Czesak provided the Executive Board with an updated budget for 2019. The prior version did not reflect the personnel costs for each bucket. Some highlights include: it assumes a 2% raise for staff which has not yet been negotiated with the staff and a 3-month rent overlap between the current office location and the proposed new office location. Audit was overspent while legal was underspent, but legal will have additional expenses. It also includes office relocation expenses. Office supplies expense has been reduced because software expenses have been reallocated. Vehicle maintenance and fuel expenses have been separated from Technology. Professional Development for programs has increased and funds have been allocated for capital projects in 2020 and 2021 to avoid incurring a big expense in one year. eContent has been reduced slightly. Cindy mentioned the Technology Committee's recommendation for LibCal has been included in the budget along with a capital project for library routers.

A discussion followed: Cindy advised that libraries will know their share of the budget once it has been finalized. Kurt Hadeler stated that the Finance Committee reviewed the proposed budget, the capital inclusions are certainly merited and he has no concerns. Samantha McCoy thanked the BCCLS office for a clean, concise and transparent budget. She pointed out the cash security deposit of \$27,000 required at the new office location and also asked about the cash security deposit at the current office (it will be researched) and asked if the average of \$750 monthly electric is included in the rent and if they will provide their operating costs (Yes). Amy Babcock-Landry asked if there will be an addendum for delivery (Yes). Leonard LoPinto suggested that a webinar to discuss the budget prior to System Council would be helpful (Yes). Peter Coyl asked about the Delivery line of \$1,000 (that is the cost to pay LLNJ if the BCCLS office becomes a 1-stop depot for BCCLS deliveries); it will be adjusted pending the outcome of BCCLS hiring its own delivery vendor or handling delivery on its own. Stephanie Bellucci noted that the Professional Service line includes the accountant and auditor; what about consultants? (Consultants will be included.) Kurt Hadeler suggested breaking out the utilities from rent or renaming 6201 to Rent & Utilities for better clarification. Kurt Hadeler clarified that since LibCal will be presented as an addendum, it will be taken out of the budget.

*It was MOVED BY: Gerry McMahon*

*Seconded by: Matthew Latham*

*To accept the 2019 BCCLS Budget as amended. All in favor. Motion carried.*

**b) Technology Plan** - Eric Lozauskas, Director of Information Technology, reviewed his technology plan for 2019-2021 which includes: Mission Statement and Strategic Plan Alignment, Technology Goals, Current Status and Equipment Inventory, Staff Development and Training, Budget Requirements and Projections, Capital Projects and Evaluation. He mentioned that details regarding the capital projects included in the 2019 budget can be found towards the end of the Technology Plan - the largest being the router replacements throughout the member libraries to be capitalized over 4 years. A discussion followed: Kurt Hadeler asked if the Cisco umbrella product for malware protection was included in the budget (Yes, it addresses spam, malware and blocks links

for phishing attempts). Windows 10 Professional will be used rather than Enterprise which is a savings of \$160,000. Jennifer Breuer thanked Eric Lozauskas for his hard work on the plan.

*It was MOVED BY: Jennifer Breuer*

*Seconded by: Stephanie Bellucci*

*To accept the Technology Plan as presented. All in favor. Motion carried.*

**c) Annual Computer Calendar** -Eric Lozauskas advised that Joseph Palmer has been working on an on-line submission for the computer calendar that libraries submit on an annual basis. The calendar tracks library closings to calculate fines. The goal is that libraries will be able to easily update this calendar going forward without the traditional 12 pages of paper. On a related note, Michael Grgurev is working on the fines paid via credit card reporting, and the salary survey. Kurt Hadelar reminded everyone that accurate and timely completion of the salary survey is an important tool for the membership.

## **10. Membership Hearing**

- Ellen O'Keefe mentioned the Friends Breakfast on Tuesday, October 23 at Seasons in Washington Township and formally invited David Hanson. Harlan Coben will be the guest speaker.
- Samantha McCoy invited everyone to the screening and reception of Mr. Rogers featuring Officer Clemmons on Sunday, September 30 at West Caldwell.

**11. Next Meeting** Special Executive Board: Wed, 9/12/18 @ 9:30 am - Franklin Lakes

System Council: Thu, 9/27/18 @ 9:30 am - Washington Township

## **12. Adjournment**

*It was MOVED by: Samantha McCoy*

*Seconded by: Jennifer Breuer*

To adjourn at 11:29 am.

*Unanimously approved.*

dms: 8/26/18