

10.25.18 - EB Meeting Minutes

EXECUTIVE BOARD MINUTES

BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

Franklin Lakes Public Library

October 25, 2018

PRESIDING: Kurt Hadeler Mahwah

PRESENT: David Hanson BCCLS

Christine Hartigan East Rutherford

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: Judy Nelson Roseland

ALSO PRESENT: Darlene Swistock Recorder of Minutes

GUESTS: Cindy Czesak BCCLS

Patricia Durso Allendale

Eric Lozauskas BCCLS

Ellen O'Keefe Glen Rock

Monica Smith Hawthorne

John Trause Oradell

Kurt Hadeler called the meeting to order at 1:41 pm.

1. Minutes of the Meeting on August 22, 2018

It was MOVED BY: Jennifer Breuer

Seconded by: Stephanie Bellucci

to approve the minutes.

All in favor.

Motion carried.

Minutes of the Meeting on September 12, 2018

It was *MOVED BY: Samantha McCoy*

Seconded by: Jennifer Breuer

to approve the minutes.

- *Samantha McCoy asked that #3. Delivery Task Force - Recommendation be amended to read: Samantha McCoy pointed out that the cost for insurance and FICA **may** add about \$200 to the original estimate of \$7,291 per library.*
- *Jennifer Breuer asked that "co-chairs" be removed from #5. E BCCLS Ordering.*

All in favor to accept the minutes as amended.

Motion carried.

2. Public Portion

None

3. Treasurer's Report

Samantha McCoy noted that the information for the September 2018 P & L Reports was presented earlier that morning during System Council:

September 2018

Of the 2018 Budget

\$2,803,104 has been received as of September 30, 2018

Expenses for year: \$2,226,045

Account balances at month end were:

- Checking \$ 44,726
- NJ Cash Management \$612,123
- Payroll \$75,370
- Scholarship \$35,502
- Credit Card Fine Payments (was previously Petty Cash) \$14,328

Kurt Hadelor requested descriptive memos for the transactions in the check register.

It was *MOVED BY: Jennifer Breuer*

Seconded by: Matthew Latham

to accept the Treasurer's Report

All in favor.

Motion carried.

4. Correspondence

None

5. President's Report

Kurt Hadelers report was previously distributed to the board members. He commented that the Executive Director transition is going well. The report summarized his plan for the committee chairs meeting on November 1: agenda items include should eBCCLS continue, does the new timeline of April-March work, is the combined Advocacy Committee working or should it revert back to separate committees, what are the committees proud of, what is working and what new initiatives would the committees like to accomplish. He also mentioned that David Hanson will be hosting "meet and greet" regional lunches for directors in November. There were no questions from the membership about his report.

6. Executive Director's Report

David Hanson's report was also previously distributed to the board members. He plans to host regional lunches for directors, meet all 77 directors and visit their libraries within the next 4-1/2 to 5 months, and attend at least 1 of each committee's meetings. He will be leaning on the Mission Statement as it is a powerful statement of who we are and what we do. He is also working on the grant letter for Bergen County which will talk about delivery and other challenges, and plans to request \$300,000.

7. Committee Reports

a) Scholarship Committee - Recommended Changes

John Trause, chair, reviewed the recommended changes to the BCCLS Scholarship criteria for the applicants and the Scholarship Committee and the application. The changes were primarily formatting, grammatical and reordering of items for clarity. #8 will be changed from BCCLS libraries to the BCCLS community. It was suggested that "Suggested contribution is from \$150-\$250 per library and individual contributions will be accepted." be removed. Christine Hartigan would like to see the process more competitive and asked about using some of the scholarship money for the supervisory training program. John Trause pointed out that BCCLS does not have an endowment and usually what is raised is awarded. Mimi Hui asked if BCCLS tracks past winners to see where they have gone and John Trause replied that the Scholarship Committee could try to go back 4-5 years to see where the past winners are now. This list could track how many scholarship winners have become directors and highlight other accomplishments which would be helpful in sourcing future donations.

It was MOVED BY: Mimi Hui

Seconded by: Christine Hartigan

to accept the recommendations of the Scholarship Committee. These proposed changes are not required to be approved by System Council. All in favor. Motion carried.

b) Technology & Digital Services - Event Evaluation

The Website Redesign Made Easy program was recently held in Wyckoff and it was very well

received. Matthew Latham, co-chair, mentioned that the committee is looking into setting up informal meet-ups to help the membership with other technology issues. Eric Lozauskas also noted that Joseph Palmer, BCCLS office, has offered to help individual libraries migrate their websites from BCCLS-hosted servers to Jersey Connect or something else by the end of the year.

c) Adult Services Committee - Event Evaluation

Guerilla Branding was recently held in Mahwah and it was very well received as well. This was the first BCCLS program where libraries were asked to share in the cost of the program. It was also open to staff of non-BCCLS libraries. In addition, the Supervisory Training program will also be open to staff of non-BCCLS libraries.

8. Old Business

BCCLS Office Relocation - David Hanson advised that there are about 5 items left to resolve in the lease negotiation; they primarily concern insurance and liability related to the supplemental air conditioning required for the BCCLS server room. BCCLS is still waiting for details of the items and corresponding costs if the buildout will exceed \$27/sf. The lease will need to indicate that BCCLS cannot be relocated within the building in the first or last year of the lease or during the summer months and the new space must be in a corner on the first floor. The attorney for BCCLS has thoroughly reviewed the lease. He asked if a special Executive Board meeting could be called in the next few days if the lease needs to be approved by October 31. Jennifer Breuer asked what the Executive Board can do today to empower David Hanson during the lease negotiation that would avoid the need to call a special Executive Board meeting. Kurt Haderler pointed out that the Executive Board granted authority to the Executive Director to negotiate the lease at the special Executive Board meeting held on June 29.

It was MOVED BY: Sai Rao

Seconded by: Jennifer Breuer

to authorize the Executive Director to work with the attorney to finalize the negotiation points and enter into the lease provided it meets with his and the attorney's satisfaction. All in favor. Motion carried.

9. New Business

Kurt Haderler clarified that the Delivery Resolution that was approved at System Council refers to the grant check for the Bergen County's fiscal year of 2019-2020 which would be the check received in the fall of 2019.

10. Membership Hearing

Ellen O'Keefe asked what she, as a newly elected 2019 Executive Board member, should do to prepare for her time on the Executive Board. She asked if there are by-laws for the Executive Board in the Knowledge Base. Kurt Haderler explained that the short version of Robert's Rules is followed. He also noted that the next Executive Board meeting will be a joint meeting of the 2018 and 2019 Executive Board members.

11. Next Meeting Executive Board: Wed, 11/14/18 @ 9:30 am - Leonia

System Council: Thu 12/13/18 @ 9:30 am - Maywood

12. Adjournment

It was MOVED by: Gerry McMahon

Seconded by: Stephanie Bellucci

to adjourn at 2:43 pm.

Unanimously approved.

dms: 10/31/18