

04.22.20 - EB Meeting Minutes

EXECUTIVE BOARD MINUTES
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM
April 22, 2020
Virtual

PRESIDING:

Stephanie Bellucci Cliffside Park

PRESENT:

David Hanson, BCCLS
Catherine Shaw, Trustee, Allendale
Gerry McMahon, Franklin Lakes
Paige Soltano, Trustee, Fort Lee
Ellen O'Keefe, Glen Rock
Gretchen Kaser Corsillo, Ho-Ho-Kus
Amy Babcock-Landry, Livingston
Sai Rao, North Bergen
Terrie McColl, New Milford
Matthew Latham, Ramsey
Laura Leonard, Wyckoff

ALSO PRESENT:

Darlene Swistock Recorder of Minutes

GUESTS:

A list of the guests is attached to the minutes in the BCCLS office

Stephanie Bellucci called the virtual meeting to order at 10:17 am. Prior to calling the meeting to order, she reminded everyone to mute their mics if they are not speaking, to identify themselves when speaking and to wait to speak until the Public Portion, Membership Hearing of when comments are requested. She asked members of the board to announce the motion clearly and to identify who made the motion and who seconded it. This will help to ensure that there is a clear record on the recording and in the minutes.

1. Public Portion

None

2. Minutes of the Previous Meeting on April 15, 2020

It was MOVED BY: Ellen O'Keefe Seconded by: Matt Latham to approve the minutes. All in favor. Motion carried.

3. Treasurer's Report

Terrie McColl reviewed the Treasurer's Report. Going forward she would like to reduce the amount of information in the meeting packet and present the Treasurer's (Overview) Report, BCCLS Ongoing Budget Summary, BCCLS Budget Overview and Budget Narrative at Executive Board and System Council meetings. These 4 reports provide the key information; the back-up details will always be available. There were no questions about her report.

It was MOVED BY: Laura Leonard Seconded by: Sai Rao to accept the Treasurer's Report. All in favor. Motion carried.

4. Correspondence

None

5. President's Report

Stephanie Bellucci's report was previously distributed in the meeting packet. She also shared the report that she had prepared for System Council on March 17; that meeting was cancelled due to the pandemic. She advised that she called for emergency board meetings when there were 2 agenda items and suggested that staff call in to observe a virtual meeting. The Safely Opening and Operating Task Force (SOOT) will be established to help libraries re-open. Lastly, she thanked the committees, who met virtually, for all of their hard work and she thanked the directors for allowing their staff to participate. There were no questions about her report.

6. Executive Director's Report

Dave Hanson's report was previously distributed in the meeting packet. He spoke about product updates for RB Digital and SORA that were discussed at PLA in February. He and Stephanie Bellucci met with Freeholder Chairwoman Omoroso about ways to work together. Freeholder Zur asked for additional access for county residents during the pandemic and BCCLS offered a digital library card. Due to a case of COVID-19, mail delivery has been suspended to the BCCLS office building. LLNJ has established a task force, Post COVID-19 Alignment, Trends & Strategies (TOPCATS) to explore issues, strategies, and solutions, relative to the reopening of libraries post COVID-19; he is a member of the task force. Lastly, he mentioned that he met with the Executive Directors of the other consortia in Northern and Central New Jersey and he will provide an update later in the meeting. There were no questions about his report.

7. Committee Reports

- a. Committee Co-Chairs Meeting - 3/5/20 - Minutes - included in the meeting packet.
- b. Committee Updates - LAMP, Scholarship and Youth Services - included in the meeting packet.

8. Old Business

- a. Update of Northern New Jersey Advocacy Initiative with Four Consortia Dave Hanson advised that he has been meeting with the Executive Directors of the other consortia in Northern and Central New Jersey to discuss what the future of New Jersey looks like and how libraries can be a part of it. The four consortia (BCCLS, LMXAC, MAIN and PalsPlus) serve 39% of the residents in NJ. There will be big financial pressures on libraries and libraries should not be forgotten as they work inversely to the economy; when the economy is down, library usage goes up. They are creating a document to show how the consortia can work together to help regional and state organizations to do their work. A survey about each libraries' infrastructure will be sent to directors soon. Stephanie Bellucci thanked Dave Hanson for his work.

- b. Advocacy Letter The Advocacy Committee drafted a letter to be sent to elected officials to help libraries advocate for themselves. Stephanie Bellucci thanked the committee for their efforts.

It was MOVED BY: Amy Babcock-Landry Seconded by: Ellen O'Keefe to move this letter to System Council. All in favor. Motion carried.

Tom Madru, co-chair of the Trustee Development Committee, mentioned that there will be a webinar about library funding for directors and trustees on May 20. Stephanie Bellucci reminded directors that LAMP hosts Community Circle meetings every Friday.

- c. Impact of Digital Card on Locally Owned New eContent Kathleen McGrail and Samantha McCoy were asked to analyze the impact of digital cards on Advantage Plus libraries that buy for the central collection. Their extensive reports were previously distributed to the Executive Board and

membership. Their research showed that for most libraries 70-80% of checkouts are being borrowed from the central collection. Patrons of Advantage Plus libraries do not need to wait to receive their library's copy. There is no advantage to implementing a local embargo; actually, patrons may wait longer for requested items if there is a local embargo. The Policies & Procedures Committee will be asked to review the policy for sharing of all materials. They can ask the eBCCLS Committee for assistance and the BCCLS office for print data. Stephanie Bellucci and members of the Executive Board thanked Kathleen McGrail and Samantha McCoy for their hard work and great analysis.

9. New Business a. Library Re-openings - Safely Opening & Operating Task Force (SOOT) This newly created task force will look at best practices to aid in a smooth and similar reopening for the libraries when the governor's executive order is lifted. It will also explore group buying if libraries are interested. Stephanie Bellucci and Darlene Swistock are compiling ideas for best practices. Peter Coyl will be the chair; 8-10 members are needed. If anyone would like to join the task force, let Stephanie Bellucci know. The task force will come together and work quickly; it will be staffed by the end of the week.

b. Stimulus Package - Payroll Benefit Dave Hanson explained that the Paycheck Protection Program helps keep people employed. BCCLS qualifies as a 501c3. It is a loan, but if BCCLS meets certain requirements, it becomes a grant. It would be used to offset payroll.

It was MOVED by: Ellen O'Keefe Seconded by: Amy Babcock-Landry to authorize Dave Hanson to apply for the Paycheck Protection Program on behalf of BCCLS. All in favor. Motion carried.

10. Membership Hearing

- Stephanie Bellucci noted that virtual programming at the libraries has been phenomenal.
- The LAMP Committee has been hosting virtual Community Circle meetings on Fridays and there have been many good discussions.
- Larry Bergmann, Trustee Development Committee member, advised that there will be a webinar, "What is your Pandemic Plan: Legal Issues and Library Staffing" for trustees and directors on May 6.
- Peter Coyl mentioned the Freedom to Read Foundation is hosting 2 webinars; Ellen O'Keefe asked that he forward the email to directors.

11. Date of Next Meeting

Executive Board - Wed 5/13/20 @ Glen Rock or VIRTUAL (TBD)

System Council - Thu 6/18/20 @ Livingston or VIRUAL (TBD)

It was MOVED by: Ellen O'Keefe Seconded by: Gerry McMahon to have a virtual System Council meeting on May 7 at 10:00 am. All in favor. Motion carried.

12. Adjournment

It was MOVED by: Gerry McMahon Seconded by: Matt Latham to adjourn at 11:58 am. All in favor. Motion carried.

dms: 4/24/20