

07.15.20 - EB Meeting Minutes

EXECUTIVE BOARD MINUTES
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM
July 15, 2020
Virtual

PRESIDING:

Stephanie Bellucci, Cliffside Park

PRESENT:

David Hanson, BCCLS
Gerry McMahon, Franklin Lakes
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
NOT PRESENT: Catherine Shaw, Trustee, Allendale
Paige Soltano, Trustee, Fort Lee
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 10:04 am. She reminded everyone to ensure their computer-displayed names indicate their names rather than "Director" or "laptop", let Darlene Swistock know if they participated via phone, mute their mics unless speaking, mute their mics when typing in the chat box, identify themselves before speaking, clearly repeat the motion, who made it and who seconded it, remember that voting cannot be done via raising hands in the chat box and that guests should wait until the Public Portion, Membership Hearing or when comments are requested before speaking.

1. Minutes of the Previous Meetings on June 11, 2020 and June 18, 2020

It was MOVED BY: Sai Rao Seconded by: Gerry McMahon
to approve the minutes as written. All in favor. Motion carried.

2. Public Portion

None

3. Treasurer's Report

Terrie McColl's report was previously distributed in the meeting packet. She mentioned that, going forward, the meeting packet will contain the Budget Narrative, Account Balances, Budget Overview and Ongoing Budget Summary. The check registers and other detailed back-up information will be available in the Directors folder in MyBCCLS. There were no questions about her report.

It was MOVED BY: Ellen O'Keefe Seconded by: Matt Latham

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 reminded everyone who is interested in running for the Executive Board to submit their self nominations. They should also ensure that they have submitted all of their required reports (bylaws certifications, state reports, salary survey, etc.).

6. Executive Director's Report

Dave Hanson's report was previously distributed in the meeting packet. He mentioned that the MAIN consortium is offering L2B, a resource for free program sharing, and it is available to our patrons. The four consortia in Northern New Jersey had a good meeting with the state, The Library Alliance, and their efforts are ongoing. He also mentioned that OverDrive has acquired RB Digital. RB Digital will be focusing on publishing and providing content to platforms rather than the platform itself. Lastly, he gave a shout out to the BCCLS IT Department (Eric Lozauskas, Brian Simoes and Joe Guida) for upgrading 160 new library computers remotely during the pandemic. This will reduce the time spent in the libraries upgrading the computers as the new computers are already imaged.

7. Committee Reports

a) Committee Chairs Quarterly Meeting - Minutes

b) Adult Services Committee - Ignite Your Programming with Sparks - Event Evaluation

c) LAMP Committee - How are you feeling? Library Staff - Event Evaluation

d) LAMP Committee - How are you feeling? Directors/ Assistant Directors - Event Evaluation

e) Trustee Development Committee - What Is Your Pandemic Plan? Legal Issues and Library Staffing - Event Evaluation

f) Trustee Development Committee- What Is Your Pandemic Plan? Preserving Library Funding and Support - Event Evaluation

g) Youth Services Committee - Virtual Summer Reading Collaboration - Event Evaluation

Stephanie Bellucci reminded the committee chairs to submit their proposed programs for approval and she will share them with the Executive Board on August 19. She commented that the recently held events were well attended, attendees provided detailed feedback and noted the technical issues. She thanked the committees for their hard work.

8. Old Business

a) Restarting Lend & Send and Expanding & Restricting Holds Limit

b) Amending 72-Hour Quarantine

Stephanie Bellucci asked if libraries had enough staff to handle Lend & Send. A discussion took place about restarting Lend & Send, the holds limit and the 72-hour quarantine: it would be good customer service to restart Lend & Send, it is too early to turn on Lend & Send, the need to control risks, the pickup location should be limited to patrons' home libraries for now, the holds limit should not be raised now, need to consider the comfort level of all staff, what about an-opt in for delivery, need to consider the feedback from the board, town and the quarantine risks, do staff wear masks and gloves while pulling items (all wear masks and some also wear gloves), The Safely Opening & Operating Task Force recommends wearing gloves when putting items in bins, but the virus can still be transmitted when gloves are worn. Stephanie Bellucci suggested resuming Lend & Send for local pick up only and discussing the holds limit at the Executive Board meeting in August.

It was MOVED BY: Amy Babcock-Landry Seconded by: Matt Latham

to turn on Lend & Send, maintain a quarantine of 72 hours on the back end, allow local pick up only, keep the current holds limit in place and re-evaluate the holds limit in 4 weeks. All in favor. Motion carried.

Another discussion followed: can materials from book drops be returned (yes, if Lend & Send

resumes for all libraries, less prep time is needed), need to stress the delay is due to safety precautions, will Lend & Send reactivate holds that were cancelled (yes, the BCCLS office will research to see if it could be activated first as it could affect the number of other holds that could be requested). Dave Hanson will send a detailed email to the membership and it will also be mentioned on the website. Peter Coyl asked that his branch in Montclair be removed as a pick-up location at this time.

c) Posting Duration of Statement from BCCLS Executive Board on Current Social Events
Stephanie Bellucci suggested keeping the banner on the website until the end of July and then have the statement available elsewhere on the website.

It was MOVED BY: Ellen O'Keefe Seconded by: Matt Latham

to keep the banner on the website until the end of July and then have the statement available elsewhere on the website. All in favor. Motion carried.

d) Programming Disclaimer

Stephanie Bellucci explained that she initiated the programming disclaimer statement so attendees are aware that the content of the committee presentation reflects the views of the committee and not BCCLS. There was a previous comment that Friends and Trustees (as affiliated volunteers of member libraries) need to be added as they are not a part of member library staff. Stephanie Bellucci also advised that she will be conditionally approving committee programs going forward to ensure that they align with BCCLS mission statement and will share the list with the board. There was a comment that BCCLS should not host programs that do not represent BCCLS' opinions; Stephanie Bellucci explained that this is to address the concerns about content presented by outside speakers especially if programs are recorded. She will stress that committee content needs to align with the BCCLS mission statement at the next committee chairs meeting.

It was MOVED BY: Ellen O'Keefe Seconded by: Gretchen Kaser Corsillo

to approve the programming disclaimer for committee events with the addition of affiliated volunteers of member library staff. All in favor with 1 abstention. Motion carried.

9. New Business

a) Bibliographic Tool Task Force - Recommendation

Danielle Serra, chair, reviewed the task force's recommendation to move to OCLC. The BTTF has been researching this vendor's service since March and presented an information session for directors last month. There are many benefits to help BCCLS' cataloging evolve: world language cataloging is a phenomenal improvement, product-to-product comparison is far superior and there is no limit to the number of users. Capabilities of the current vendor are limited, have not significantly improved in the past 5 years and promised integration with the ILS did not occur. Moving to OCLC would be an additional \$6,100 approximately (less than \$100 per library per year) though individual member library costs will be based on the BCCLS billing formula (library's collection size) similar to ILS billing. If approved by the Executive Board at the August meeting, the recommendation would be introduced at System Council in September and be a part of the budget vote at System Council in October. Stephanie Bellucci thanked Danielle Serra and the BTTF for the phenomenal job they did and she thanked Dave Hanson, Yumi Choi and Eric Lozauskas for their help.

It was MOVED BY: Amy Babcock-Landry Seconded by: Matt Latham

to accept the recommendation of the Bibliographic Tool Task Force. All in favor. Motion carried.

b) Bylaws Committee - Recommendation

Gerry McMahon, co-chair, reviewed the committee's recommendation to add 2 sections to the bylaws: Virtual Meetings and Accessibility to Meetings

It was MOVED BY: Amy Babcock-Landry Seconded by: Sai Rao
to accept this recommendation and introduce it to the membership at System Council in
September. All in favor. Motion carried.

c) Policies & Procedures Committee - Recommendation

Chris Doto, co-chair, reviewed the committee's recommendation:

- Patrons >> Residency >> Standard Card Requirements >> Special Access Members

A discussion followed that the addition seems to be redundant as the requirements are the same as a resident card, and why it was added to the bylaws. Chris Doto explained that a library requested it for delivery to home-bound patrons and to mail items to patrons. Four libraries are currently using the homebound code. Stephanie Bellucci suggested that this recommendation be tabled for now so the bylaws are not overstepped. In the meantime, she asked Darlene Swistock to research this history of this recommendation.

10. Membership Hearing

Stephanie Bellucci wished a happy retirement to Catherine Dodwell, Director at Dumont, who is retiring at the end of July. She thanked her for her work in Dumont and the other libraries and for serving as co-chair for the LAMP Committee.

11. Date of Next Meeting

The Executive Board may consider testing a hybrid combination of in-person and remote attendance at this meeting.

- Executive Board: Wed 8/19/20 @ 10:00 am - North Bergen (TBD)
- System Council: Thu 9/24/20 @ 9:30 am - Upper Saddle River (TBD)

12. Adjournment

It was MOVED BY: Gerry McMahon Seconded by: Ellen O'Keefe
to adjourn at 11:52 am. All in favor. Motion carried.

dms: 7/21/20