

01.27.21 - EB Meeting Minutes

DRAFT

EXECUTIVE BOARD MINUTES
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM
January 27, 2021
Virtual

PRESIDING: Stephanie Bellucci Cliffside Park

PRESENT: David Hanson BCCLS
Chelsea Coleman Bogota
Meri Kearns, Trustee Edgewater
Ellen O'Keefe Glen Rock
Tara Cooper Hackensack
Karen Kaner, Trustee Little Ferry
Amy Babcock-Landry Livingston
Terrie McColl New Milford
Gretchen Corsillo Rutherford
Laura Leonard Wyckoff

NOT PRESENT: John Arthur Englewood

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 who wish to speak should indicate that via the chat box during the Public Portion, Membership Hearing or when comments are requested. The Executive Board should have their discussion first before guests offer their comments. They should also share their comments orally rather than using the chat box.

1. Minutes of the Previous Meeting on November 16, 2020

It was MOVED BY: Ellen O'Keefe Seconded by: Amy Babcock-Landry to approve the minutes as written. All in favor. Motion carried.

2. Public Portion

None

Stephanie Bellucci advised that Ellen O'Keefe, Vice President, and Terrie McColl, Treasurer, will continue in these roles on the Executive Board in 2021. She also announced the standing committees:

Finance Committee: Terrie McColl (chair), John Arthur, Tara Cooper and Amy Babcock-Landry.
Personnel Committee: Laura Leonard (chair), Chelsea Coleman, Gretchen Corsillo and Ellen O'Keefe.

3. **Treasurer's Report**

Terrie McColl's report was previously distributed in the meeting packet. She reminded everyone that the financial summary pages are included in the meeting packet and the detailed reports are available in MyBCCLS. She advised that the verbiage for over budget will be revised for clarity as certain pass-through lines (e.g. MeeScan) appear to be over budget. The PPP loan has been converted to a grant and all libraries will be receiving a check for \$2,605 in the next week. There was a question about the pass-through lines that are over budget (more money was spent on the expense side and more money was taken in on the income side). There were no other questions about her report.

It was MOVED BY: Tara Cooper Seconded by: Laura Leonard to approve the Treasurer's Report. All in favor. Motion carried.

4. **Correspondence**

◦ **Bergen County Grant Request Letter**

At Stephanie Bellucci's request, Dave Hanson provided a brief background on the Bergen County Grant. The request is made annually and the funds are divided among the 62 libraries in Bergen County. This year's letter included highlights of how individual libraries used their share of the grant. She thanked Dave Hanson, Darlene Swistock and the BCCLS office for the letter and for compiling the anecdotes.

It was MOVED BY: Amy Babcock-Landry

Seconded by: Gretchen Corsillo to approve the Bergen County Grant letter. All in favor. Motion carried.

◦ **Daragh O'Connor Letter**

Daragh O'Connor sent a letter to Stephanie Bellucci and Dave Hanson asking about libraries that may be out of compliance with 1/3 mill minimum funding as a result of furloughs, layoffs and other pandemic-related issues. Amy Babcock-Landry asked if this happened or if it was an assumption. Terrie McColl advised that the State was being flexible with compliance and Stephanie Bellucci advised that if there are any issues noted, they will be addressed by the BCCLS office.

5. **President's Report**

Stephanie Bellucci's report was previously distributed in the meeting packet. In addition to the activities in her report, she also participated in the online meeting regarding the vaccine rollout, the send-off for Mary Chute, ALA Midwinter, the MOST meeting and the MOST joint meetings with the Bylaws, eBCCLS, Finance and Strategic Planning Committees. She, Dave Hanson and Darlene Swistock also conducted an orientation session for the new trustees, Karen Kaner and Meri Kearns, serving on the Executive Board; she thanked Dave Hanson and Darlene Swistock for compiling the orientation packets. She reminded everyone to participate in NJLA Snapshot Day and the deadline to sign up for committees was Friday, January 23. There were no questions about her report.

6. **Executive Director's Report**

Dave Hanson's report was previously distributed in the meeting packet. He mentioned the various surveys that are requesting feedback, vaccines, the BCCLS office sent a tribute video to wish Commissioner Ganz well on his retirement, the trustee orientation was a result of

feedback from the outgoing trustees that were on the board in 2020. Lastly, he mentioned that the router testing project is in process. There were no questions about his report.

7. Committee Reports

◦ **Policies & Procedures Committee - Recommendation - VOTE**

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

- **Changes to Damaged, Incomplete and/or Mislinked Materials**

Ellen O'Keefe thanked the committee for creating the Material Condition Chart which covered everything.

It was MOVED BY: Ellen O'Keefe

Seconded by: Terrie McColl to approve the recommendation and move this to System Council in March for approval. All in favor. Motion carried.

Lisa Hoffman and Sara Rimassa, co-chairs of the Diverse & Underserved Populations Committee, reviewed their recommendation.

- **Recommended Policy: Preferred Name Field**

This would address given name vs preferred name, gender, middle names, nicknames, American names, legal name changes.

It was MOVED BY: Amy Babcock-Landry

Seconded by: Laura Leonard to approve the recommendation and move this to System Council in March for approval. All in favor. Motion carried.

◦ **Mandated vs Opt-In Services Task Force (MOST) - Update**

The update was previously distributed to the membership. Kurt Hadel, chair, provided a summary of the joint meetings with the Bylaws, eBCCLS, Finance and Strategic Planning Committees. Small Group Meetings will be held to solicit feedback from the membership. Stephanie Bellucci thanked Kurt Hadel and the task force for their work. Len LoPinto hopes that BCCLS is able to remain strong and solvent for all members. Kurt Hadel explained that MOST is not looking to tear BCCLS apart, but is trying to find ways to offer the flexibility and options needed to sustain the organization.

◦ **Member Services Committee - Recommendation**

This was previously distributed in the meeting packet. There were no questions.

◦ **Committee Programs for Approval**

The list of upcoming programs recently approved by Stephanie Bellucci and Dave Hanson was previously distributed in the meeting packet. There were no comments or objections.

- **Adult Services Committee** - Simply Reports Training (2) - Event Evaluations
- **LAMP Committee** - Climbing the Ladder - Event Evaluation
- **Youth Services Committee** - Boot Camp - Event Evaluation
- **Youth Services Committee** - Mock Awards - Event Evaluation
- **BCCLS** - OCLC Catalog Express Training (3) - Event Evaluations

All of the event evaluations were previously distributed in the meeting packet and there were no questions.

8. Old Business

◦ **PPP Loan - Update**

Dave Hanson noted that this was previously discussed. The checks should be going out next week if the payments cannot be made electronically. Amy Babcock-Landry asked

about using these funds to reduce this year's bills. Dave Hanson explained that some libraries paid their bills early and the BCCLS office needs to close out the year. There will be a second PPP, but BCCLS will not qualify. Stephanie Bellucci thanked Dave Hanson and Christina Park for their work on the PPP.

- **BCCLS Office - Working Remotely**

Dave Hanson explained that this was previously approved and would sunset at the January Executive Board meeting. He recommended extending it to September 30.

It was MOVED BY: Amy Babcock-Landry

Seconded by: Terrie McColl to extend the approval for the BCCLS office to work remotely until September 30. All in favor. Motion carried.

- **New Business**

- **2021 Executive Board Officers and Standing Committees**

Stephanie Bellucci announced this at the beginning of the meeting.

- **BCCLS Virtual Meeting Schedule for 2021**

It was MOVED BY: Amy Babcock-Landry

Seconded by: Laura Leonard that all BCCLS meetings (Executive Board, System Council and committee meetings) be held virtually in 2021. All in favor. Motion carried.

- **Code of Conduct Investigation**

A member contacted Stephanie Bellucci, BCCLS President, and she will oversee a committee of 3 that will conduct the investigation.

It was MOVED BY: Tara Cooper

Seconded by: Amy Babcock-Landry to move to closed session.

The Executive Board moved to closed session at 11:21 am

The Executive Board returned to open session at 11:42 am

The names of 3 members of the Executive Board were selected to conduct the investigation: Ellen O'Keefe, Laura Leonard and Chelsea Coleman. Dave Hanson and Stephanie Bellucci will also be involved in the investigation.

- **Board Conflict of Interest and Oath - Proposal and Discussion**

This will be presented at the Executive Board meeting in February to take effect for the Executive Board in 2022. The form and oath will need to be written.

10. **Membership Hearing**

- Kathleen McGrail commented that the review of billing for eBCCLS should not be handled by the Finance Committee. Terrie McColl replied that is a charge of the Finance Committee per the Strategic Plan. Kathleen McGrail noted that it was handled by the Billing Task Force the last time and the Finance Committee should review the billing. Kurt Hadelor said MOST thought that the Finance Committee was responsible and they will need clarification if another group is responsible and that could delay the process by 12-18 months. Dave Hanson reminded everyone that the Finance Committee reviews the billing formula and the Strategic Plan could be amended if necessary.

11. **Date of Next Meeting**

- Executive Board: Wed 2/24/21 @ 10:00 am - VIRTUAL
- System Council: Thu 3/18/21 @ 10:00 am - VIRTUAL

12. **Adjournment**

It was MOVED BY: Terrie McColl

Seconded by: Tara Cooper to adjourn at 11:53 am. All in favor. Motion carried.

dms: 2/1/21