

02.24.21 - EB Meeting Minutes

EXECUTIVE BOARD MINUTES
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM
February 24, 2021
Virtual

PRESIDING:

Stephanie Bellucci Cliffside Park

PRESENT:

David Hanson, BCCLS
Chelsea Coleman, Bogota
Meri Kearns, Trustee, Edgewater
John Arthur, Englewood
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

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 10:01 am. She congratulated John Arthur on the birth of his daughter. She reminded everyone to say their name and library when speaking, clearly repeat the motion, who made it and who seconded it, to raise hands in the chat box to speak during the Public Portion, Membership Hearing or when comments are requested. The Executive Board should have their discussion first before guests offer their comments.

1. Minutes of the Previous Meeting on January 27, 2021

It was MOVED BY: Amy Babcock-Landry Seconded by: Ellen O'Keefe to approve the minutes as written. All in favor, except for John Arthur who abstained as he was not present at that meeting. Motion carried.

2. Public Portion

None

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 within MyBCCLS. She advised that Cataloging is a little over budget but the overage will be absorbed during the year. There were no questions about her report.

It was MOVED BY: Laura Leonard Seconded by: Chelsea Coleman

to approve the Treasurer's Report. All in favor. Motion carried.

4. Correspondence

a) Judy Heldman Letter

Dave Hanson read a letter from Judy Heldman, Director of Harrington Park, regarding the BCCLS Code of Conduct. The letter was received 2 days before the meeting so it was not included in the meeting packet. The board investigation and resulting action are under attorney review and will be discussed in Old Business. Amy Babcock-Landry asked what is the desired outcome of the investigation and Dave Hanson replied that it will depend on the outcome of attorney review.

5. President's Report

Stephanie Bellucci's report was previously distributed in the meeting packet. Since there is a lot to cover in this meeting, she did not add anything further. 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 good work of NJLA's Public Policy group. Cataloging tickets dropped 59% as a result of the move to OCLC as fewer items are not findable and records do not need to be recreated. He thanked the catalogers, the Bibliographic Tool Task Force and the Technology Committee for their efforts.

7. Committee Reports

a) Policies & Procedures Committee - Recommendation - VOTE

Chris Doto, co-chair, reviewed the committee's recommendation as a result of input from Margaret O'Keefe and Yumi Choi in the BCCLS office.

- Catalog Submissions>Submissions Requisites for all Accepted Formats
- Information Required to Submit Materials for Cataloging

It was MOVED BY: Terrie McColl Seconded by: Ellen O'Keefe

to approve the recommendation and move this to System Council in March for approval. All in favor. Motion carried.

b) Trustee Development Committee - Library Strategic Planning - Event Evaluation

c) Member Services Committee - Department Head Meet-Up - Event Evaluation

A written update from the Scholarship Committee, along with the above event evaluations, were all previously distributed in the meeting packet. There were no questions.

8. Old Business

a. Code of Conduct Investigation

Stephanie Bellucci provided a brief outline of what previously happened when a member sent a letter about a Code of Conduct violation and the Executive Board started an investigation. It was later noted that the Executive Board ratified the Code of Conduct, but no one noticed that it had not been brought to System Council for approval. A sub-committee (Ellen O'Keefe, Chelsea Coleman, Laura Leonard, Dave Hanson and Stephanie Bellucci), investigated the complaint, met with 1 of the parties (the other party declined to participate since the Code of Conduct had not been approved by the membership) and the investigation was closed out with a letter. The Code of Conduct, originally drafted by Amy Babcock-Landry, Peter Coyl and Camille Valentino, was re-reviewed and revised with their approval. A lengthy discussion followed. One board member, Terrie McColl, expressed concern that she felt the Executive Board was not informed, the process moved too quickly and she thought not hearing Judy Heldman's side directly was problematic. During the discussion, three other directors from the floor also expressed concern about the process. Dave Hanson explained that the membership

would have expected a quick response. One director asked if the committee heard from other witnesses. Stephanie Bellucci said no. Other directors felt the investigation should not have taken place since the Code of Conduct had not been reviewed by an attorney and approved by System Council, the policy is flawed and questioned if BCCLS should be involved in director-to-director issues. One director stated that the Executive Board did not have the authority to conduct an investigation, they should have tried to resolve the situation informally immediately after it happened, both parties should receive apologies and the reprimand letter should be withdrawn. Another director felt the person in charge of the meeting should have stepped in and stopped the dialogue. He also asked if the Code of Conduct applied to emails as one director has a quote in the email signature block that is offensive to Indians. Everyone on the sub-committee felt that the situation needed to be taken seriously and an investigation was necessary.

b. Board Conflict of Interest Policy - Discussion

Stephanie Bellucci and Dave Hanson have been working on this policy. Dave Hanson explained that everyone (board members and staff) would be asked to advise potential conflicts in good faith. They are working with an attorney and it will then need to be reviewed by the Personnel Committee. If approved, it would become effective and signed at the Executive Board meeting in January 2022.

c. Code of Conduct - Discussion and VOTE

The Code of Conduct was previously adopted at the Executive Board meeting in August 2020.

It was MOVED BY: Amy Babcock-Landry Seconded by: Gretchen Corsillo to approve the amended Code of Conduct and move it to System Council in March for approval. One opposed. Motion carried.

A discussion followed. Dave Hanson explained that the Code of Conduct was prompted by an anonymous letter from a director last year who was displeased with the way everyone treated each other and the board tried to solve a problem that will not go away on its own. Another director was surprised that an investigation was conducted without fact finding and that an attorney did not review the Code of Conduct. Amy Babcock-Landry replied that System Council can ask for attorney review.

d. Review of Current Executive Board Pandemic Decisions

Dave Hanson gave a brief overview of the pandemic-related decisions approved by the Executive Board that are still open:

- Digital cards - patrons can sign up for digital cards online to access eContent; when the card sunsets, they need to go to their local library for a permanent card.
- Pick-up holds at local library only - the Executive Board may want to reconsider this decision in the spring.
- Quarantine (72 hours) and holds limit (originally 25, then 10 and currently 20) - the Executive Board may want to reassess this in the spring as well.

9. New Business

a) Acting and Interim Directors

Dave Hanson explained that one of the members of the Executive Board inquired about the status of libraries with Acting and Interim Directors; BCCLS bylaws allow an Acting or Interim Director without an MLS to be in place for up to 6 months. Dave Hanson advised that the Acting Directors at Dumont and Elmwood Park have their MLS while there is still time for HoHo-Kus, Norwood, Northvale and Nutley.

b) 2020 Delivery Service Report

The BCCLS Delivery Service Report was previously distributed in the meeting packet. Dave Hanson explained: median (half of the numbers are below and half are above) and average (the total divided by the Number of items in the calculation). He noted that delivery costs are in line. Although there is a high degree of satisfaction, there is always room for improvement. Amy Babcock-Landry asked if other systems are still quarantining materials and Dave Hanson replied that quarantine time is built into the state delivery. She noted that the quarantine period disrupted workflow during the re-opening. Laura Leonard said workflow disruptions need to be considered and asked if the drivers would be comfortable changing the quarantine. She thanked Dave Hanson, Christine Zeni and the drivers, and noted that the bad weather had not impacted delivery.

10. Membership Hearing

- Jennifer Breuer asked when the MeeScan stats would be available. MeeScan is working on providing stats per kiosk vs per library.
- Kurt Haderler stated that BCCLS statistics for SIP connections are inadequate. In the chat box, Mike Grgurev noted that he is working on the reporting for all self-check (MeeScan and others) and will have a spreadsheet soon.
- Mimi Hui asked if the Mandated vs Opt-In Services Task Force (MOST) will be hosting Small Group Meetings soon. Dave Hanson replied that MOST will make the decision, but most likely the meetings will be held in late March or April.
- Kathleen McGrail thought it would be a mistake to forward the Code of Conduct to the attorney for review until it was reviewed by the Bylaws Committee. If there was a violation of the bylaws, it should be reviewed by the Bylaws Committee. She also pointed out the "Anonymous" attendee that joined the meeting and suggested that BCCLS use a waiting room for Executive Board and System Council meetings as all attendees need to identify themselves.

11. Date of Next Meeting

- Executive Board: Wed 4/28/21 @ 10:00 am - VIRTUAL
- System Council: Thu 3/18/21 @ 10:00 am - VIRTUAL

12. Adjournment

It was MOVED BY: John Arthur Seconded by: Tara Cooper
to adjourn at 11:29 am. All in favor. Motion carried.

dms: 3/3/21

Letter from Judy Heldman post packetDownload