

# 05-14-15 Minutes

## Minutes of BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

### SYSTEM COUNCIL 5/14/2015 - Township of Washington Library

**PRESIDING:** Len LoPinto, Paramus

**NOT PRESENT:** Allendale, Englewood, Harrington Park, Lodi, Maywood, Montclair, Montvale, Roseland

**GUEST:** Robert W. White, BCCLS Former Executive Director

Sign-in sheet is at the BCCLS office attached to the minutes.

1. **Call to Order:** Mr. LoPinto called the meeting to order at 9:50 a.m. Pat Loughnane called the roll. Mr. LoPinto introduced new directors David Cubie/West Orange, the newest BCCLS member library and Catherine Napoleone/Dumont. He announced the retirements of Ramsey Director Wendy Bloom and Dumont Assistant Director Kathryn McGrath.
2. **Minutes of Previous Meeting: MOTION:** There being no additions or corrections to the minutes, they will stand as written.
3. **Mary Joyce Doyle Scholarship Awards:** Len LoPinto commented that he very pleased and honored that Robert White is joining us at System Council to present the inaugural Robert W White Library Scholarship. He noted that Robert is the consummate Library Champion and that he received the NJLA Library Champion award at this year's conference. Assisted by committee member Christine Hartigan, Committee Chair John Trause called up each of the scholarship winners and spoke briefly about each applicant, Directors Nancy Greene, Camille Valentino, David Marks, Mary Riskind, Ellen O'Keefe, Adele Puccio, Amy Babcock-Landry, Judah Hamer and Paramus Branch Manager Cathy Eng presented the recipients with their awards. Robert White spoke about the recipient of the first Robert W. White Library Scholarship and personally presented Brittin Clark with her award certificate. Following up on Len LoPinto's suggestion about the named scholarships, Arlene Sahraie recalled Robert White's leadership of the BCCLS organization and shared her personal recollections of Brian DeSantis. John Trause shared his personal recollections of Mary Lou Abrams and mentioned the transition to the named Trustee scholarship. The eight applicants on the attached list were awarded scholarship money to help them complete their library and information studies. John Trause thanked the Scholarship committee members involved in the competitive selection process.
4. **Public Portion:** None
5. **Treasurer's Report & Proposed 2015 Budget/Rate Card:** Mimi Hui rendered the February and March P&L Reports. In response to questions from Judah Hamer about which accounts the paid bills are drawn on, Mimi Hui responded that the Finance Committee is working diligently to revise the financial reporting templates. Len LoPinto advised that Finance and the Executive Director will meet with our auditors Dorfman Abrams within the month and that Marie Coughlin is working on a new budget format for 2016 with forecasting for 2017 and 2018. In response to a question from Kathleen McGrail about the Payroll account, Len LoPinto

responded that the salary/payroll line for BCCLS employees is included in the 2015 budget documents. Judah Hamer mentioned the Tax ID #s for both BCCLS and the Consortium.

### March

Of the 2015 Budget of	\$3,278,405	\$2,860,344	has been
received			
leaving a balance of	-418,061	Total Expenses	
1,368,269			
leaving a balance of	-1,910,136	NJ Cash Management	
1,675,460			
Checking Account	245,509		

Mr. LoPinto noted that the financial reports have been filed for audit.

- 6. President's Report:** Len LoPinto referred to his President's Report (attached) distributed to the membership earlier. He invited new directors to attend Executive Board meetings to learn the process and the responsibilities of being a Board member. He suggested that a program on problem patrons and the law be scheduled later in the year.
- 7. Executive Director's Report:** In Marie Coughlin's absence, Arlene Sahraie touched on the following topics included in the Executive Director's report.

Northvale - Director Ellen O'Keefe announced that the new Northvale Library will 'GO LIVE' on June 2nd with a grand re-opening ceremony on June 13. A countdown slide will be posted on the website.

NJLA Conference - kudos to Robert White, winner of the NJLA Library Champions Award the BCCLS PR Committee for winning a Public Relations and Marketing Award for its 35th Anniversary initiative, and to Donna Perkosky and Mimi Hui for receiving awards from Terrie McColl for their great work in assisting her during her tenure as NJLA President.

Strategic Plan - working is continuing on the development of a multi-year strategic plan for BCCLS with feedback from the membership.

Budget and Financial Reports - another major goal this year involves revising our current budget and financial reports to bring more clarity to our members.

PALS Plus - in addition to other consortia, the BCCLS office received a request from PALS Plus to consider a merger after their current Executive Director retires at the end of June. It is in BCCLS' best interests to develop a meaningful strategic plan before considering any future expansion.

Freeholders - a meeting is in the works to meet with Freeholder David Ganz in June to begin the application process for our annual grant.

BooksNJ2015 - over 100 authors are scheduled to attend BooksNJ2015 on June 14 at the Paramus Public Library from 1:00 to 5:00. Volunteers are needed.

Arlene Sahraie commented that the West Orange 'GO LIVE' on May 12 was superb and Director David Cubie concurred. She also mentioned the two Career Cruising webinars for a total of 86 people.

At this point in the meeting, John Trause thanked the participants for attending the Oradell Mayor & Council meeting on April 28 to advocate for the library budget. The outlook is

positive for the restoration of more than half of the budget shortfall.

Len LoPinto called for a break to photograph the scholarship winners and directors. Meeting re-opened with a discussion of the proposed Bylaws revisions under Old Business.

## 8. Old Business

1. Bylaws Proposal - Committee Chair Eileen Karpoff reminded the membership that the proposed change to the Bylaws was introduced at the March 19 System Council meeting. **MOTION: Eileen Karpoff moved that the membership approve the attached Bylaws revision to Article II Section 2. Executive Board.** In response to a question raised by Betsy Wald with regard to the paragraph that states acceptable reasons for a library director to not serve on the Executive Board, Len LoPinto remarked that the Bylaws committee will address her concerns at a future date since that particular paragraph is unchanged. Several directors initiated a lengthy discussion about the proposed lottery as a method of appointment for directors and trustees, how the decision making process filters through committees to the Executive Board to the System Council, how the work is collaborative, how directors can put themselves forward to serve a two year elected term, researching the governance of other consortia boards in-state and out-of-state, the number of responses to the email soliciting feedback on the composition of the Executive Board, tabling the motion, and calling for a vote on the proposed revision up or down. **Marianne Willms seconded. Vote was taken by a show of hands. 38 in favor; 17 opposed; 3 abstentions. At this point, a roll call vote was taken as it was pointed out that revisions to the Bylaws may be amended by a two-thirds vote of members present. 37 in favor; 19 opposed; 6 abstentions. Motion defeated.**

## 9. Committee Reports:

**Advocacy Services** - Co-chair Ann McCarthy spoke about the NJLTA Road Show program held May 13th at the Secaucus Library. The next Info & Action sheet will address privacy concerns.

**Johnson Task Force** - Amy Babcock-Landry reported that the legislation has a senate companion bill. Introduction is planned for the fall.

**Collection Development/Reference** - Co-chair Kassundra Miller informed the membership that the committee is working on establishing guidelines for cataloging databases and developing cHQchat for questions, tips Groups for chats.

**C.A.L.M.** - Chair Adele Puccio reminded the membership about the Community Circle breakfasts scheduled on May 18 at Leonia & June 9 at Cliffside Park and that three additional breakfasts on different topics are scheduled in the fall. She reported on the great turnout for the new director breakfast held on May 5.

**eBCCLS** - Chair Samantha McCoy reported that the task force will meet in July to review three months of Hoopla stats and to revisit the cap. The task force is also looking at travel titles and language modules.

**Friends of the Library Task Force** - Chair Mimi Hui urged the membership to have their friends groups attend the Friends Talk program on Legal, Organizational, and Financial Issues at the Paramus Library on May 19 at 7:00 p.m. The March program on Book Sales generated a lot interest.

**Nominating** - Chair Eileen Karpoff advised that due to resignations from the committee, she is the current Chair along with members Susan Meeske, Lori-Ann Quinn, and Sai Rao. She called for recommendations and nominations for the Executive Board election in September and also noted that nominations will be accepted from the floor.

**Personnel & Administration** - Chair Laura Rifkin reported on the committee's upcoming initiatives: New Professionals Networking Breakfast on June 5 @ 9:30 a.m. at the Millburn Library; workshop for directors on progressive discipline conducted by the Madison Group in July and a follow-up program in the fall with attorney Michael A. Cerone Jr.; benefits survey in June; salary survey in July.

**Policies & Procedure - MOTION: Jennifer Breuer moved that all references to BELS be eliminated from the Policies & Procedures manual. The affected sections/articles are: Discharging, Renewing, and Charging and Loans with BELS. Kurt Haderer seconded. Motion carried.**

Public Relations - Co-chair Donna Perkosky spoke about Selected Shorts on June 24 at the Wyckoff Library; called for volunteers for the BooksNJ2015 festival on Sunday June 14 from 1:00 - 5:00 p.m. on the grounds of the Paramus Library; mentioned the purchase of LibGuides software with a slow rollout planned for BCCLS staff in September with a rollout to the full membership in 2016; reported on the planned summer scavenger hunt and the informational packets being distributed today.

**Technology** - Chair Kurt Haderer advised that the next two Tech Talks will take place on May 27 and June 16 with Wireless Networking and Wireless Stats as the topics. Committee is working on streamlining Helpdesk submissions by researching a trouble ticket system. He advised that the committee will present a proposal for the purchase of the SkyRiver online catalog submission software at the June Executive Board meeting. In response to a question from Eileen Karpoff about cost, he replied that the annual cost is approximately \$50,000.

**Supervisory Training Task Force** - Laura Rifkin reported that the task force will meet with Marzena Ermler on May 15 to discuss and review a proposed Library Leaders Training Program.

**Youth Services** - Co-chairs Lizzie Bender & Sharon Kalman spoke about the Mixer at the Paramus Library on May 1 for 60 people and noted that 56 libraries have agreed to participate in the 1000 Books Before Kindergarten initiative.

10. **New Business:** None
11. **Membership Hearing:** Wendy Bloom thanked her colleagues for their support and collegiality during her tenure at the Ramsey Public Library. Note: Several directors contributed \$161 to the Robert White scholarship fund.
12. **Date of Next Meeting:** 9/17/2015 @ Wyckoff Library
13. **Adjournment:** 12:35 p.m.

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#### **Attachments:**

Bylaws ProposalDownload  
Mary Joyce Doyle Scholarship AwardsDownload  
President's March ReportDownload