

09.24.20 - SC Meeting Minutes

SYSTEM COUNCIL MINUTES

BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

September 24, 2020

Virtual

PRESIDING:

Stephanie Bellucci, Cliffside Park

NOT PRESENT: Dumont, Garfield, Ridgewood and Rochelle Park

Attendance sheet is attached to the minutes in the BCCLS office

1. Call to Order

Stephanie Bellucci called the virtual meeting to order at 10:06 am. Prior to calling the meeting to order, she reminded everyone to ensure their computer-displayed names are descriptive when signing in and email Darlene Swistock if participating via phone, mute their mics if they are not speaking and when typing in the chat box, state name and library when speaking and to wait to speak until the Public Portion, Membership Hearing or when comments are requested. She asked that the motion be clearly stated and identify who made the motion and who seconded it. Voting should be via voice vote; if a library votes via the chat box, the vote will be repeated so it is documented. This will help to ensure that there is a clear record on the recording and in the minutes. She also welcomed the acting directors: Korine Stopsky and Julie Whitehead (Dumont), Kevin Neary (Elmwood Park), Giulia Bombace (Montvale), Kiran Patel (Nutley), Sara Cassaro (Rutherford) and Susan Kowalski (Wallington).

2. Minutes of Previous Meeting - June 18, 2020

It was MOVED BY: Ellen O'Keefe Seconded by: Mike Banick to approve the minutes as written. All in favor. Motion carried.

3. Public Portion

None.

4. Treasurer's Report

Terrie McColl's report was previously shared with the membership. She reminded everyone that the Treasurer's Report in the meeting packet is 4 pages; additional information is available in MyBCCLS. She is working on a Summary of Accounts. She noted that equipment purchases is up as a result of equipment needed for MeeScan. The PPP funds are still considered a loan as the bank is not yet accepting applications to convert the loan to a grant and the Finance Committee will review ways to use the PPP funds once they are considered a grant. She thanked Dave Hanson, Christina Park and the Finance Committee for their hard work on the budget. There were no questions about her report.

It was MOVED BY: Erin Hughes Seconded by: Gerry McMahon to accept the treasurer's report. All in favor. Motion carried.

5. President's Report

Stephanie Bellucci's report was previously shared with the membership. June was a busy month with the budget, Bibliographic Tool Task Force recommendation, LLNJ annual meeting, Finance Committee meetings, the Executive Director's review and contract. She noted that there are 4 candidates running for 3-year terms on the Executive Board in 2021 and thanked them for running. She congratulated Sai Rao for expanding the Guttenberg Branch and Jenifer

May for opening a branch in Secaucus. There were no questions about her report.

6. Executive Director's Report

Dave Hanson's report was previously shared with the membership. He noted that the 6th delivery van recently arrived and one of the delivery vans was in an accident and the window is being repaired. He advised that the State Library budget passed. He, John Arthur and Allen McGinley recently met with Assemblyman Gordon Johnson regarding the \$21MM ask to help address the digital divide across New Jersey. He also advised that the budget for LLNJ was partially approved and they will be resuming delivery in October. Lastly, he mentioned that NJLA's Public Policy Task Force is advocating to ensure that libraries have a place at the table to help with the economic recovery of New Jersey. There were no questions about his report.

7. Election - 2021 Executive Board

Lori Quinn, chair of the Election Committee, thanked Joseph Palmer for posting the candidates' information in MyBCCLS. She also thanked Matt Latham, Gerry McMahon and Sai Rao for serving on the Executive Board for the past 3 years. She asked the 4 candidates to introduce themselves and say what they bring to the board; John Arthur, Chelsea Coleman, Tara Cooper and Omar Khan each spoke. She advised that the election starts now and all directors should have received an email from Election Buddy so they can cast their votes for 1, 2 or 3 candidates or they can abstain. Voting closes on October 1 at 5:00 pm. The goal is to have 100% participation this year. Stephanie Bellucci encouraged the directors to vote today.

8. Committee Reports

The committee reports were previously shared with the membership. Stephanie Bellucci pointed out that the LAMP Committee has delayed the Supervisory Training program to the fall of 2021-winter of 2022. There were no questions about any of the committee reports.

9. Old Business

None

10. New Business

a. Bibliographic Tool Task Force - Recommendation - VOTE

Stephanie Bellucci advised that the BTTF has been working on their recommendation since March, held a Q&A session in July and presented their recommendation to the Executive Board in July. Danielle Serra, chair, reviewed the task force's recommendation to move to OCLC. 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) although individual member library costs will be based on the BCCLS billing formula (library's collection size) similar to ILS billing. The time savings for staff and the improved efficiency are well worth the slight increase to library bills.

It was MOVED BY: John Trause Seconded by: Ruth Rando

to approve the recommendation from the BTTF to switch from Sky River to OCLC. All in favor, none opposed.

Chelsea Coleman and Elyse Fink previously used OCLC and found it easy to use. Kurt Haderler advised that since this vote affects the budget, a super majority vote is required.

A voice vote was taken: Yes (69), No (0), Abstain (0). There were 8 libraries not present at the time of the vote. Motion carried.

b. Policies & Procedures - Recommendation - VOTE

Chris Doto, co-chair, introduced the recommended changes which were approved by the Executive Board in August:

Submission Requisites for all Accepted Formats - video games were added
Presentation of Library Card - the definition of a valid library card was updated

It was MOVED BY: Chelsea Coleman Seconded by: Ruth Rando
to approve the recommendation from the Policies & Procedures Committee. All in favor.
Motion carried.

c. Bylaws Committee - Recommendation

Gerry McMahon, co-chair, reviewed the recommended changes which were approved by the Executive Board in July. There were 2 housekeeping issues that have already been vetted by the BCCLS attorney. They were being introduced today and the membership will vote at the next meeting in October. A discussion followed about the reference to the State of Emergency and some directors asked for clarification. Kathleen McGrail, co-chair, advised that the recommendation follows the state guidelines for emergencies and post emergencies. It allows meetings to be held solely virtually during emergencies; once the emergency is over, meetings may be held as a hybrid meeting with some in-person attendance and some virtual attendance. Since Executive Order 107 has not yet been lifted, BCCLS is still operating under the State of Emergency.

d. 2021 BCCLS Budget

The 2021 BCCLS Budget was previously shared with the membership and the documents are also available in MyBCCLS. The budget was presented to the Executive Board and approved in August. Dave Hanson thanked the Finance Committee and the Personnel Committee for their help. The goals are from the Strategic Plan. He noted the additions: OCLC, technology (VPNs and the router project) and software, as well as the subtractions: health insurance, personnel development and travel, committee events and refreshments, and eContent. The BCCLS branding project has been delayed. He pointed out that Net Payroll is flat (although one employee is receiving a small pay cut), but the increase of \$75,425.14 is attributed to an adjustment to FICA; it was underreported and needed to be corrected. The final 1/3 mill figures will be available in October. A discussion followed: several directors asked for the salary schedule for the BCCLS office staff (Dave Hanson emailed this information during the meeting.) There was concern that the increase to Net Payroll was not explained in the budget documents; this was an oversight. One of the directors asked for the balance in the Reserve Fund; Dave Hanson will provide an estimate of it for year-end. The proposed 2021 budget reflects a \$16,601.92 decrease from the 2020 budget. This is a lean and realistic budget.

It was MOVED BY: Margaret Mellett Seconded by: Camille Valentino
that the \$16,601.92 difference between the 2020 and proposed 2021 budgets be restored to restore the pay cut to the affected BCCLS staff member and to allow for a pay increase to the entire BCCLS staff.

It was MOVED BY: Kathleen McGrail Seconded by: Peter Coyl
to move to closed session. All in favor. Motion carried.

System Council moved to closed session at 11:58 am
System Council returned to open session at 12:33 pm

A voice vote was taken: Yes (15), No (49), Abstain (3). There were 10 libraries not present at the time of the vote. The motion did not pass.

11. Membership Hearing

- Jennifer Breuer asked if there were any changes to the quarantine process. Stephanie

Bellucci replied that the Safely Opening & Operating Task Force recommendation of 3 days still stands, but individual libraries can make their own decisions as new research shows that the virus can survive on some materials for up to 7 days. If changes were to be made, the Executive Board would need to discuss them and formally approve any changes to the quarantine guidelines.

- Danielle Serra thanked the Bibliographic Tool Force and the BCCLS office for their hard work on the OCLC recommendation.
- Tara Cooper reported that Johnson Public Library, Hackensack, will be reopening for browsing. She returned to BCCLS 2 years ago and is happy to be back; everyone is doing a great job dealing with the pandemic.

12. Next Meeting

System Council: Thursday, 10/15/20 - Virtual

13. Adjournment

It was MOVED BY: Gerry McMahon Seconded by: Ellen O'Keefe to adjourn at 12:56 pm. All in favor. Motion carried.

dms: 9/25/20