

12.10.20 - SC Meeting Minutes

SYSTEM COUNCIL MINUTES
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM
December 10, 2020
Virtual

PRESIDING:
Stephanie Bellucci, Cliffside Park

NOT PRESENT:
None

Attendance sheet is attached to the minutes in the BCCLS office

1. Call to Order

Stephanie Bellucci called the virtual meeting to order at 10:03 am. She reminded everyone of the usual reminders: 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, 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. A reminder email was sent to directors whose libraries had already missed a System Council letting them know that BCCLS bylaws only allow for 1 missed meeting each year.

2. Minutes of Previous Meeting - October 15, 2020

It was MOVED BY: Linda Corona Seconded by: Sai Rao
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; the details are available in MyBCCLS. She thanked Christina Park for the quick turnaround of the financials this month. The BCCLS Financial Descriptions document was introduced at the Executive Board meeting last month and it is also available in MyBCCLS. The process to convert the PPP loan to a grant has started. There were no questions about her report.

It was MOVED BY: Mike Banick Seconded by: Chris Hartigan
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. Since there is a full agenda today and to save time, she said her report is submitted as written. There were no questions about her report.

6. Executive Director's Report

Dave Hanson's report was previously shared with the membership. He mentioned the opinion from the attorney regarding the Cashless Law and, currently, libraries are not considered

exempt; LLNJ recently held its membership meeting, approved its budget and is looking to restart some of its services. One of the delivery drivers is leaving the area and has resigned; they are looking for a replacement. Fourmonth bills were recently sent out and the state is trying to determine where public libraries sit on the vaccine list. John Trause asked about addressing the return of funds law on a state level this year; Dave Hanson said he will discuss it at a meeting later this month. Kurt Hadelor asked Dave Hanson to resend his email about the 4-month bills and Chris Doto also asked him to send a reminder that a copy of the 4-month bill should accompany the check. There were no other questions about his report.

7. Committee Reports

a. Mandated vs Opt-In Services Task Force (MOST) - Update

A detailed update from MOST was included in the meeting packet and was previously distributed to the membership. Stephanie Bellucci asked Dave Hanson to provide some history about MOST. He explained that there were 2 key requests from the membership regarding the Strategic Plan: advocacy & funding and budget & billing. The task force was open to all and everyone who expressed interest was included on the task force. Since System Council approved the Strategic Plan, any changes to the Strategic Plan would also need to be approved by the membership. There were no questions about the process.

Kurt Hadelor, chair, provided a comprehensive update on the history of the committee and its goals. The first goal was to understand mandated and optin services. There will be joint meetings with the following committees: Bylaws, Strategic Planning, Finance and eBCCLS in January. Small Group Meetings will be held after the joint committee meetings to hear concerns. Having the joint committee meetings first will allow MOST to refine their recommendation before hosting the Small Group Meetings. The goal is not to take services away from members, but to give them a choice; providing flexibility while maintaining financial stability. Kurt Hadelor reminded everyone that this is a report, not a recommendation, and there is no vote. Stephanie Bellucci thanked him for the thorough presentation.

A discussion followed about the importance of eContent and the central collection, that patrons of Advantage Plus member libraries only have a limited number of circs, about 20%, from their own collections, spending for the OverDrive collection is up 78% YTD, the current method of managing eContent is no longer working as BCCLS is too big to share and maintain the collection and alternatives should be reviewed, is this work doable for the BCCLS' staff, directors should be surveyed to see what shared services are valued and BCCLS' services should be available to all. Stephanie Bellucci thanked Kurt Hadelor, the task force and Dave Hanson for their hard work.

b. Quarterly Committee Updates

Quarterly Committee Reports were included in the meeting packet. John Trause, co-chair of the Scholarship Committee, provided the following additional update via the Chat Box: "Stephanie, as Co-Chair of the BCCLS Scholarship Committee, I would like to give an update here in chat, but to be recorded by Darlene in the minutes, to the report from this committee in the BCCLS System Council packet. In the last few weeks, my Co-Chair Becky Karpoff and I composed and sent out a letter requesting matching funds from a number of library schools whose students were recent BCCLS Scholarship winners. We have had several responses all of which apologized for not being able to make donations to the BCCLS Scholarship Fund at this time."

8. Old Business

None

9. New Business

Stephanie Bellucci noted that the agenda provides additional details about the items in Old Business and New Business, and Dave Hanson will send a summary to the membership about what has been approved at the meeting.

a. Policies & Procedures Committee - Recommendation - VOTE

Chris Doto, co-chair, reviewed the recommended changes:

- Lend and Send > Delivery > Lost in-Transit
- Collection Development > Catalog Submissions > Submissions > Requisites for All Accepted Formats
- Collection Development > Catalog Submissions > Information Required to Submit Materials for Cataloging

It was MOVED BY: John Arthur Seconded by: Jennifer Breuer to approve the recommendation from the Policies & Procedures Committee. All in favor. Motion carried.

b. Strategic Planning Committee - Recommendation - VOTE

Chelsea Coleman, chair, reviewed the recommended changes to some of the deadlines due to the pandemic. The proposed changes were discussed with the applicable committees and the BCCLS office. Most of the deadlines were extended, but the deadline for Strategic Priority 4 (to test new technologies) was moved from 2023 to 2021 due to necessity of current events.

It was MOVED BY: Chris Hartigan Seconded by: Tara Cooper to adjust the due dates as recommended by the Strategic Planning Committee. All in favor. Motion carried.

10. Membership Hearing

None.

Stephanie Bellucci congratulated the new directors: Giulia Bombace (Montvale) and Kathryn Ennist (Wallington) and welcomed acting directors: Julie Whitehead and Korine Stopsky (Dumont), Kevin Neary (Elmwood Park), Alyssa Harvey (Ho-Ho-Kus), Emily Pepe (Northvale) and Michelle Albert (Nutley). Lastly, she noted that Gretchen Kaser Corsillo moved from director at Ho-Ho-Kus to director at Rutherford this week.

She welcomed the newly elected 2021 Executive Board members: John Arthur (Englewood), Chelsea Coleman (Bogota) and Tara Cooper Hackensack). She thanked Matt Latham (Ramsey), Gerry McMahon (Franklin Lakes) and Sai Rao (North Bergen) who will complete their 3-year terms at the end of the year. She also welcomed the trustees who will serve 1-year terms on the Executive Board: Karen Kaner (President, Little Ferry) and Meri Kearns (President, Edgewater). Their libraries were selected to have trustee representation on the 2021 Executive Board through a drawing held during System Council in October. She also thanked Catherine Shaw (President, Allendale) and Paige Soltano (President, Fort Lee) for their participation as trustee representatives in 2020.

11. Next Meeting

System Council: Thursday, 3/18/21 @ 10:00 am - Virtual

Stephanie Bellucci reminded everyone that the Strategic Plan will be discussed at Executive Board meetings and encouraged everyone to read the minutes from the meetings. Tara Cooper thanked Stephanie Bellucci and the BCCLS Office for their hard work during a difficult year. Stephanie Bellucci wished everyone a happy holiday season.

12. Adjournment

It was MOVED BY: Mary Jo Jennings Seconded by: John Trause
to adjourn at 12:22 pm. All in favor. Motion carried.

dms: 12/11/20