

02.27.19 - EB Meeting Minutes

EXECUTIVE BOARD MINUTES

BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

Ramsey Public Library

February 27, 2019

PRESIDING: Kurt Hadelor Mahwah

PRESENT: Dave Hanson BCCLS

Gerry McMahon Franklin Lakes

Jennifer Breuer Glen Ridge

Ellen O'Keefe Glen Rock

Mimi Hui Hasbrouck Heights

Sally Diaz Norwood

Matthew Latham Ramsey

Dave Marino Waldwick

Laura Leonard Wyckoff

NOT PRESENT: Stephanie Bellucci Cliffside Park

Sai Rao North Bergen

ALSO PRESENT: Darlene Swistock Recorder of Minutes

GUESTS: Jennifer Lazidis Elmwood Park

Laurence Bergmann Livingston

Peter Wendrychowicz Mahwah

Len LoPinto Paramus

Thomas Madru Park Ridge

Kathleen McGrail Upper Saddle River

Lori Quinn Waldwick

Samantha McCoy West Caldwell

Kurt Haderler called the meeting to order at 9:36 am.

He reminded everyone to sign in on the sign-in sheet. In an effort to follow parliamentary procedure, he asked guests to limit their comments to the Public Portion and Membership Hearing parts of the meeting. He advised that there will be an Executive Session/Closed Session before the meeting is adjourned. He also asked the board members to confirm their attendance for each meeting when Darlene Swistock asks to ensure that we have a quorum. Finally, he thanked

Matthew Latham for hosting today's meeting.

1. Minutes of the Meeting on January 23, 2019

It was MOVED BY: Jennifer Breuer

Seconded by: Laura Leonard

To approve the minutes.

All in favor.

Motion carried.

2. Public Portion

None

3. Treasurer's Report

The Budget vs Actual and Check Register were previously distributed to the membership. On behalf of Sai Rao who was unable to attend the meeting, Dave Hanson provided additional detail on the following:

- **6100** Total Personnel is only 63% of budget as we have budgeted for a full year of driver salaries for FY2019 and won't incur costs until likely April.
- **6201 & 6203** Insurance costs were adjusted upward by Spire group as they represent prepaid expenses for 2019 and were moved into this line.
- **6252.21** Professional Development Programs - the line was adjusted by Spire group regarding expenses that were prepaid for the Leadership Training class - part of that money was assigned to FY 2019.
- **6282** Technology and Related Costs - This month is higher due journal entries from Spire to move forward portions of the Highstreet maintenance that covers a portion of 2019.
- **6301** Polaris Maintenance - Polaris is high this month due to a quarterly bill, there won't be a charge in this account until the next quarter.
- **6503** Miscellaneous Software Support - There is a journal entry moving \$8,195 into 2019 for the remainder of the Faronics software maintenance that covers into this year.

There were questions and comments about the financial reports: Jennifer Breuer noted that delivery is just 1 line in the budget rather than there being a separate budget (capital expenditures were parted out and other delivery expenses will be tracked separately and reported back to the membership), Kurt Haderler suggested that the Finance Committee discuss this further. She also noted a typo in the check register ("Bloomingdale"). Kurt Haderler asked that some columns be hidden so the remaining columns are more legible, and asked that the budget for Polaris be entered as a quarterly expense rather than a monthly expense. Laura Leonard asked if Sky River is a quarterly bill as well (yes).

It was MOVED BY: Ellen O'Keefe

Seconded by: Matthew Latham

To accept the Treasurer's Report.

All in favor.

Motion carried.

4. Correspondence

None

5. President's Report

Kurt Haderler's report was previously distributed to the board members. Most of his work was spent setting up BCCLS Committees for the upcoming new committee year. He advised that the BCCLS trademark application has been published in the Trademark and Patent Register and is moving along; we should have the final in a few months. He also mentioned that Ellen O'Keefe asked to be added to the Personnel Committee. There were no questions from the membership about his report.

6. Executive Director's Report

Dave Hanson's report was previously distributed to the board members. His mission to visit all 77-member libraries was completed this month. He is working on the authentication of world language materials and will be meeting with the collection side of BookOps in March before meeting with an attorney. He is also reviewing 2 companies recommended to conduct the review of BCCLS' benefits. There were no questions from the membership about his report.

7. Committee Reports

a) BCCLS Committees - Kurt Hader reminded everyone that there will be a Committee Chairs Meeting in Bergenfield on February 28 at 10:00 am. He noted that there are 140 volunteers on the 17 BCCLS committees which does not include the standing committees of the Executive Board, the Strategic Planning Committee and the Delivery Task Force.

b) Technology & Digital Services Committee: Maker Funconference - Event Evaluation

This was a very successful and well-attended event and has become an annual event.

8. Old Business

a) BCCLS Office Relocation

Dave Hanson advised that the servers were moved and installed at the new office over the President's Day weekend and everything went well. The office staff will be moving the week of March 18. He thanked Eric Lozauskas and Darlene Swistock for their work on the new office. Everyone will be invited to an open house in April.

b) Delivery

Dave Hanson also provided an update on delivery. The original delivery bins are no longer financially feasible so different bins are being ordered from a different vendor. They nest and stack and will save at least \$85,000 in capital costs; this savings does not impact the ongoing \$9,000 delivery expense paid by each library because it is not a recurring expense. The savings from the bins will go into reserves. Six diesel Ford vans will be purchased at a cost of \$35,000 each. Kurt Hader asked about purchasing fuel through ESCNJ and the BCCLS office will look into it. Jennifer Breuer asked about the shelf life of the bins (these are sturdy totes and should last +5 years; weathering the cold is the question) and the reduction of vans being purchased (Dave Hanson explained that early access into libraries allowed for the reduction of routes and the number of vans needed. If the drivers can avoid traffic and get back to the warehouse early, they will have time to sort and that will reduce the number of part-time sorters required. There will be 6 vans for 6 routes and BCCLS will lease a van while a van is being serviced which is a more cost effective alternative than keeping an extra van as a back-up. The location of the warehouse will impact the routes, but there are no major changes planned. There are 2 good options for warehouse space that will accommodate current and future needs at a reasonable cost. Driver interviews for 6 positions are scheduled for next week. Ellen O'Keefe asked if municipalities are exempt from tolls.

9. New Business

None

10. Membership Hearing

- John Trause, co-chair of the Scholarship Committee, sent a note advising that the BCCLS Scholarship Application has been posted on the BCCLS website; applications are due March 15.
- Len LoPinto asked about the Bergen County grant application, how we plan to advocate and if there will be a presentation to the freeholders. Dave Hanson mentioned the upcoming small group meetings/listening sessions. He will listen to the directors, determine an action plan to be discussed at the Executive Board meeting and System Council. He is hesitant to ask for more money incrementally as it muddies the request. He also feels the ask should be specific and be consistent from county to county. He would like to use the grant money to invest in something specific. Dave Marino noted that BCCLS is the organization that represents the largest number of people in Bergen County.
- Jennifer Breuer was pleased to report that Glen Ridge will be hosting Selected Shorts on May 16. Tickets are \$20 and will go on sale on April 1. Her mayor and council helped fund this event since the last event in 2017 was so successful.
- Judah Hamer spoke about BCCLS upcoming Advocacy Day on March 15. The focus for this day is the restoration of Per Capita State Aid (which would increase state aid funding to libraries by 30-50%). Assemblyman Gordon Johnson is the keynote speaker and other elected officials will be the 4 panelists talking about what makes them support a bill. Ellen O'Keefe thanked Patty Durso for designing the banner for Facebook so libraries can promote this event via social media.

The Executive Board went into closed session at 10:25 am.

The Executive Board returned to open session at 11:22 am.

It was MOVED BY: Ellen O'Keefe

Seconded by: Jennifer Breuer

To authorize the Executive Director to enter into negotiations for warehouse space as discussed in closed session.

All in favor.

Motion carried.

11. Next Meeting Executive Board: Wed, 4/17/19 @ 9:30 am - Glen Rock

System Council: Thu, 3/14/19 @ 9:30 am - Maywood

12. Adjournment

It was MOVED by: Jennifer Breuer

Seconded by: Laura Leonard

To adjourn at 11:27 am

Unanimously approved.

dms: 3/1/19