

# 05.13.20 - EB Meeting Minutes

EXECUTIVE BOARD MINUTES  
BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM  
May 13, 2020  
Virtual

## PRESIDING:

Stephanie Bellucci, Cliffside Park

## PRESENT:

David Hanson, BCCLS  
Catherine Shaw, Trustee, Allendale  
Gerry McMahon, Franklin Lakes  
Paige Soltano, Trustee, Fort Lee  
Ellen O'Keefe, Glen Rock  
Gretchen Kaser Corsillo, Ho-Ho-Kus  
Amy Babcock-Landry, Livingston  
Sai Rao, North Bergen  
Terrie McColl, New Milford  
Matthew Latham, Ramsey  
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 10:05 am. Prior to calling the meeting to order, she reminded everyone to mute their mics if they are not speaking, to identify themselves when speaking and to wait to speak until the Public Portion, Membership Hearing or when comments are requested. She asked members of the board to announce the motion clearly and to identify who made the motion and who seconded it. This will help to ensure that there is a clear record on the recording and in the minutes.

1. Public Portion  
None
2. Minutes of the Previous Meeting on April 22, 2020  
It was MOVED BY: Ellen O'Keefe Seconded by: Matt Latham  
to approve the minutes. All in favor. Motion carried.
3. Treasurer's Report

Terrie McColl's report was previously distributed in the meeting packet. She noted that checks for payment of fines paid to libraries via credit card were sent to the libraries on April 23. She mentioned that BCCLS will be receiving a rebate for auto insurance in the amount of \$4,700 since vehicle usage has stopped. There will also be savings in travel, gas and refreshments, but there will be new expenses incurred for PPE and sanitizing expenses. The audit was shared with the Executive Board last night. The Executive Board will meet prior to System Council on June 18 to review the audit.

It was MOVED BY: Sai Rao Seconded by: Gerry McMahon to accept the Treasurer's Report. All in favor. Motion carried.

#### 4. Correspondence

None

#### 5. President's Report

Stephanie Bellucci's report was previously distributed in the meeting packet. She mentioned there will be a virtual quarterly committee chairs meeting at the beginning of June. She thanked the committees for their hard work and asked that they coordinate announcements of events better so more people can attend. The BCCLS office has a new meeting platform that will allow up to 1,000 people to attend BCCLS meetings, committee meetings and events.

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 that mail delivery to the BCCLS office has resumed and one delivery driver has been separated for cause. The remainder of items in his report will be discussed later in the meeting. There were no questions about his report.

#### 7. Committee Reports

##### a. Policies & Procedures Committee - Recommendation

Chris Doto, co-chair, reviewed the committee's recommendation:

- Lend and Send >> Requests >> Bulk Requests
- Lend and Send >> Resource Sharing
- Patrons >> Residency >> Standard Card Requirements

In addition, the Policies & Procedures Committee discussed the alignment of the e material embargo policy with that of the physical materials policy. At this point in time, they felt that there was not enough information and data available to recommend changes to the current policy. The committee feels that it is important to survey the membership on embargo restrictions before making changes, especially during the pandemic crisis.

It was MOVED BY: Amy Babcock-Landry Seconded by: Gerry McMahon to accept the 3 recommendations and to further investigate the embargo recommendation and then send these policy changes to System Council in May for adoption. All in favor. Motion carried.

##### b. Tech Committee - Update

Joseph Emery, chair, presented an update on mobile self-check options offered by 5 vendors. Stephanie Bellucci and other members of the Executive Board thanked him and the committee for their efforts and for gathering a lot of information very quickly. They were asked to continue their research and focus on 2 of the vendors. Any questions should be directed to Joseph Emery.

It was MOVED BY: Laura Leonard Seconded by: Gerry McMahon to ask the Tech Committee to focus on meeScan and Cloud Library for the use of self check and to survey the directors for their interest in using mobile self-check. All in favor. Motion

carried.

c. Other Committee Updates

- Ellen O’Keefe, chair, Friends Committee was disappointed to advise that there will not be a Friends Breakfast this year due to the pandemic. Samantha McCoy and Darlene Swistock will review the contract to see what options are available with the deposit.
- Matt Latham, chair, Member Services Committee, advised that Member Services is hosting a virtual happy hour on May 15. The theme is crazy library stories.
- Written updates for the Adult Services, Friends, Library, Administration, Management and Personnel, Scholarship, Trustee Development and Youth Services Committees were included in the packet.

8. Old Business

a. Update of Northern New Jersey Advocacy Initiative with Four Consortia

The Libraries Boost Recovery document created by the four consortia in Northern New Jersey was previously distributed with the meeting packet. The goal is to show that libraries are essential to recovery of New Jersey and support must be preserved. Dave Hanson advised that, if approved by all 4 consortia, this will be an interregional agreement. It has also been shared with state officials and nice feedback was received. Amy Babcock-Landry and Terrie McColl thanked Dave Hanson and the other Executive Directors for their great work and felt BCCLS should support this effort.

It was MOVED BY: Amy Babcock-Landry Seconded by: Terrie McColl

to move this document to System Council for ratification. All in favor. Motion carried.

b. Library Re-openings – Safely Opening & Operating Task Force (SOOT)

The task force was recently created; it is chaired by Peter Coyl and has 15 members. After EO 107 is lifted, they will have the framework to help libraries reopen safely.

c. Update of Payroll Protection Program Application

BCCLS met the qualifications for this loan program and received \$200,600. If the bulk of the funds are used for payroll and the criteria is met, the loan becomes a grant. These funds will help, but there will also be new expenses, like PPE, due to the pandemic.

9. New Business

a. BCCLS Scholarship Winners

Scholarships were awarded to 7 applicants who were accepted at ALA accredited library schools who either live or work in a BCCLS community and it is hoped that they will work in a public library for 2 years after completion of their MLS degree. Stephanie Bellucci read the list of winners which was included in the meeting packet: Gladys Cepeda (Hackensack) Deborah Davidowitz (Upper Saddle River), Maureen Herman (Hasbrouck Heights), Cheryl Locastro (Bloomfield), Ashley Loria (Ridgewood), Kristie Murru (Bergenfield) and Tammy Valentine (New Bridge Center School, River Edge). She congratulated the winners and noted that the scholarship awards will be especially appreciated during these difficult times. As soon as the awards can be presented, the Scholarship Committee will do so. In the meantime, the list of winners will be posted on the BCCLS website and they will be featured in Cobalt. She thanked John Trause and Becky Karpoff, co-chairs, and Darlene Swistock for their work on behalf of the Scholarship Committee.

b. Temporary Library Cards and Due Date Expirations

Stephanie Bellucci explained that June 1 was the expiration date for eCards/temporary library cards and the expiration date for permanent library cards was also globally extended to June 1

by the BCCLS office. It was suggested that the expiration date for eCards/temporary library cards be extended to September 1 and the membership should vote at System Council if they would like the BCCLS office to globally extend the expiration date of permanent library cards for patrons of all libraries.

It was MOVED by: Ellen O'Keefe Seconded by: Gerry McMahon  
to extend the expiration date for temporary library cards and fines from June 1 to September

10. All in favor. Motion carried.

11. Membership Hearing

None

12. Date of Next Meeting

- Executive Board - Thu 6/18/20 @ 9:00 am - Livingston or VIRTUAL (TBD)
- Executive Board - Wed 7/15/20 @ 9:30 am - New Milford or VIRTUAL (TBD)
- System Council - Thu 5/21/20 @ 10:30 am - VIRTUAL
- System Council - Thu 6/18/20 @ 9:30 am - Livingston or VIRTUAL (TBD)

13. Adjournment

It was MOVED by: Gerry McMahon Seconded by: Amy Babcock-Landry to adjourn at 11:43 am.  
All in favor. Motion carried.

dms: 5/14/20