

- 1) At 7:32pm the meeting was called to order by Ms. Karp. Present in person were Hildy Karp, Jamie Saeed, Ritu Pancholy, Jill Faherty, Village Trustee Karen Hilton, Friends Representative Kathie Abrams, South Orange Community Members Alyssa Aronson and Doctor Jane Bean-Folkes, and Jenna Leis.
Attending virtually was Tracy Carroll, who later in the meeting joined in person, as well as Marietta Zacker who joined the meeting at 8:12pm.
- 2) **Public Comments:** Community member Ms. Aronson was interested in discussing the temporary location for the library during the construction project. Ms. Faherty informed everyone this is on the agenda to be discussed later in the meeting.
- 3) **Minutes of the May 2023 Library Board Meeting:** A motion was made by Ms. Saeed to approve the meeting minutes from the May 16th, 2023 board meeting. This was seconded by Mrs. Carroll and approved by all with the exception of Ms. Pancholy who abstained from the vote due to her absence from last month's meeting.
- 4) **Resolution:**
 - a. *Part-time Librarian: Nashay Lyons-Watson:* Ms. Faherty read aloud a resolution shared with the Board to remunerate Ms. Lyons-Watson's pay to that of part-time Librarian. This is due to her completing her MLIS degree. Ms. Saeed motioned to approve the resolution. This was seconded by Mrs. Carroll and approved by all. The Board congratulates her.
- 5) **Friends of SOPL update:** Ms. Abrams informed the Board that their most recent jewelry sale in May brought in \$10,000. This brings their treasury up to \$40,000, which is the most they've ever had. This is in part due to member Tonia Moore's letter writing campaign over the pandemic and the jewelry sales run by member Sandra Dickerson. A sale is currently being planned for the fall along with a book sale. The tentative date is set for November 4th and 5th. There is also a smaller pop-up shop sale being planned for September 21st.

Last week the Friends held a volunteer reception to thank all their volunteers. Ms. Abrams thanks all those who could attend.

New museum passes include the Yogi Berra Museum, which was requested by patrons, and the Children's Museum of Manhattan. These are available for check out now.

Ms. Faherty and the Board extend a "huge" thanks as the Friends approved to fund \$25,000 of the startup costs to join BUCCLS. Ms. Abrams said the Friends were happy to approve the funding.

- 6) **Foundation Update:** Ms. Hilton reported that there is not much to update in regards to the Foundation. The kickoff party is scheduled to take place sometime in September or October once the architect Andres Berman and his team provide documents to be publicly shared. All Board members can expect an invite. In the mean time they are moving forward with soliciting individual gifts from donors. It has so far been successful and a number of donors are lined up to participate.

The Foundation is also in the process of updating their website with some newer pictures and a flip book digital copy of the physical brochure going around. Ms. Hilton also informed the Board that the current treasurer is stepping down so they are in the process of replacing them along with one other member.

Ms. Faherty has recently been giving tours of the building to potential donors. She has been scheduling them in a manageable way for her throughout the coming weeks. Ms. Hilton commends her on doing a great job with them.

- 7) **Bills Payable:** This month's bills were briefly discussed. The Kanopy bill usually fluctuates because it is prepaid and the library needs to refill the service as it is used. The summer usually sees a dip in usage and it usually picks up in the spring and fall. The largest expense is typically to Baker and Taylor, the libraries main supplier of books. It is unsure how joining BUCCLS will effect this yet but there is the possibility that the book costs will go down with access to the consortium.

A motion was made by Ms. Saeed to approve the bills payable from Operating account totaling \$22,145.50 and the Trustees account totaling \$4,890.57. This was seconded by Mrs. Pancholy and approved by all.

8) **Committee updates**

- a. *Finance:* Ms. Faherty reported that the committee met recently and focused most of their discussion on BUCCLS. They also briefly talked about the plans for 2024 but not in detail as there is a lot to do between now and then. As of now while the library does know where it will be for its temporary location, they are unsure of what utility expenses there will be to affect the budget. Ms. Faherty also passed along thanks from Board Member Brian O'Leary, who could not attend this meeting, to the Friends for their contribution to the BUCCLS costs.
- b. *Personnel:* Mrs. Carroll told the Board that the Personnel Committee met earlier that week and have communicated with Ms. Faherty regarding her upcoming performance review. They are looking to move from a paper to online format to collect information and feedback from Board members, long term staff, and other stake holders. The collection of data is looking to be done by the end of July. There will be training for sessions intended for professional staff on how to give feedback and measure performances soon with the new tools.

- c. *Communications Committee:* As mentioned in the previous month's meeting Kristin LaGrua has recently started in a communications consultant position and has been working closely with Ms. Faherty on the two phases of her job. The first is to create a marketing plan for the library and the second is to execute it, which includes training the staff for future marketing. So far she has been in the information collection phase of the plan. Ms. LaGrus provided a draft plan to Ms. Faherty and the committee who is in the process of reviewing it. Once done she will be happy to share it with the Board. The committee plans to meet again in early July to plan and assess it. There are plans to utilize pieces of it in the meantime. Their first focus is on the BUCCLS announcement as well as looking at the Friends information for their upcoming membership drive. The next focus will then be on the newsletter.

Ms. Faherty offered if the Board would like Ms. LaGrus to attend the July Board meeting to present the marketing plan. Ms. Karp said that while it would be great to hear from her they will first need to see what is scheduled for that meeting's agenda.

- d. *Building Advisory:* The executive session being held at the end of this meeting will be a large part to discuss the hiring of a Construction Manager for the building project. Because it is a public bidding process the discussion must be had in executive session. The position is essentially a go between the architect and the contractor and ensures the project is running on time with no mistakes.

Mr. Berman and his team have been moving along, meeting with Ms. Faherty and members of the Village on a weekly basis. Ms. Faherty said they have been asking a lot of questions trying to get all of the details down. Things from security, to technology, to the size or the BUCCLS bins.

9) Director's Report:

- a. *Building update:* Ms. Faherty gave a quick update on the Connett Building. The oil tank was recently removed and they are looking to shut down the water to the building next. This will need to be done after the asbestos remediation as they need water to be running to the building. It is to be done as quickly and safely as possible and the building will be sectioned off during the process. For transparency it was suggested creating a press release or some kind of announcement about the remediation being done on the building with Ms. LaGrua's help. Ms. Faherty will work with her on the timeline of these announcements.

There has also been a lot of turning up dirt around the building recently. Soil samples are being taken as well as looking at the foundation of the buildings. And good news, new gutters have been put up by Pravco, as the contractor closes out the punch list for the Connett's exterior restoration contract.

Finally, official approval has come from the State to remove the files inside the building for disposal and is expected to be done sometime during the summer.

- b. *Programming and Services Update:* The Board were all given copies of the summer reading program calendar. It lists eight weeks of programming with a total of 88 programs, with a few reoccurring ones. Kickoff is being held on June 29th from 2pm to 7pm and will be a fun day of festivities for all ages. Ms. Faherty is thrilled that both the Friends and the Foundation will have tables at the event. The theme this year is All Together Now. Youth Services Librarian, Keisha Miller, is looking to decorate the children's room with paper interlocking hands that people will decorate. The Board was provided with their own to decorate and write their names on.

This year the library purchased a subscription to Beanstack, an online service to track patrons progress during summer reading. Families can sign up to log books, participate in challenges, and earn badges throughout the summer. It will allow the library to pull together statistic on summer reading participants.

Ms. Faherty also thanks the Friends this year for once again funding the summer reading program. They sponsored the purchase of books to give away one book to each child participating in the program.

- i. *BCCLS Round Up:* As of 2024 the library will officially be a part of BCCLS. Ms. Karp and Ms. Faherty recently attended a meeting with the membership body where it was an almost unanimous vote for SOPL to join, with only one abstention. There were a ton of other libraries extending a welcome. A rough timeline includes converting the catalog and records sometime in July or August, training staff in the fall, and testing the system in December. This fits well with the schedule for the temporary move.
- c. *Library Move:* Ms. Faherty told the Board that from what she is aware of the plan is to move into two locations. The first being on Walton Avenue, where Parking Authority is and where the Recreation Department is temporarily located, and the second being in the Baird Community Center. The Walton Avenue facility is not ideal but it will have enough space to store much of the collection. Faherty is looking to configure large bookshelves in order to have access to a majority of the collection. The staff will be meeting tomorrow to discuss things including starting an inventory of the building. Each staff member will be assigned a room to inventory and decide what will be moved to the new location. A schedule for decluttering and bringing home personal items will also be shared.

The Baird location will be much smaller, only about 800 square feet, and act as more of store front. The vision is to include a number of best sellers for more of a browsing collection along with children's materials. It will also be used

for any programming that will take place such as story times. The Walton Avenue location will be more of a storage location with items upon request and less browsing as they don't want the public in the storage area. Pick up for BCCLS items will also be held here.

It was mentioned that there will be limited public space in the new locations. There may only be one or two public computers for use and not much work space for patrons. By this time Maplewood library and West Orange library should be reopened for patrons to use through ReBL and now BCCLS. There is also the option to loan out devices such as laptops and hotspots to South Orange patrons. Parking will also be limited in these spaces for both staff and patrons. Overall the services and programs that will be provided are still being worked out. A fine balance will need to be found.

10) New Business: There was no new business.

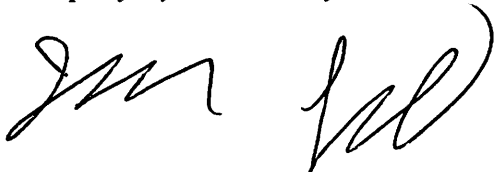
11) Current and Upcoming: Next Board meeting scheduled for July 18th at 7:30pm at the library.

12) The Board moved into Executive Session at 8:40pm. The session was to discuss the Library Construction Project's Construction Manager position and the Board Composition.

13) Ms. Saeed motioned to end executive session at 9:31pm. This was seconded by Mrs. Carroll and approved by all.

14) The Board meeting was adjourned at 9:31pm.

Respectfully submitted by Jenna Leis

Two handwritten signatures in black ink. The first signature is a stylized 'JL' for Jenna Leis. The second signature is a cursive signature, likely of the second person mentioned in the text above.