

- 1) At 6:35pm executive session was called to order The session was in regards to discussing the BCCLS consortium which may be made public at a later date. Executive session ended at 7:28pm.
- 2) At 7:30pm the public session was called to order by Ms. Saeed. Present in person were Jamie Saeed, Ritu Pancholy, Marietta Zacker, Lora Tazewell, Village Trustees Karen Hilton and Bill Haskins, Jill Faherty, and Jenna Leis. Attending virtually were Tracy Carroll, Brian O’Leary, Emily Brown, Friends Representative Kathie Abrams, and South Orange Community Member Alyssa Aronson.
- 3) **Minutes of the March 2023 Library Board Meeting:** A motion was made by Ms. Zacker to approve the meeting minutes from the March 21<sup>st</sup>, 2023 board meeting. It was seconded by Ms. Pancholy and approved by all.
- 4) **Friends of SOPL update:** Ms. Abrams updated the Board on the latest news from the Friends. Everyone has been working hard on the upcoming jewelry sale and fantastic donations have been coming in from the community. The sale will be taking place on May 6<sup>th</sup> and 7<sup>th</sup>. Any Board member that has the time that day and can volunteer is greatly appreciated.

The Guggenheim Museum passes are circulating to the public now and at the most recent meeting the Friends approved the purchase of a pass for the Children’s Museum in New York City. Publicity for this will be going out shortly through the library.
- 5) **Foundation Update:** Ms. Zacker informed the Board that Foundation members have been doing a great job at communicating what is happening and the needs of the Capital Campaign and the Foundation as a whole.
  - a. *Capital Campaign:* Ms. Zacker shared with the Board that the campaign is inching forward towards becoming public facing. 7 Layers has been working to create and finalize the brochures and other materials that will go out to communicate the mission of the campaign to potential donors. The hope is that they will go to print by the end of the month.

They are hoping to have their first event of many events sometime in June. This will be a gathering of those who have been identified as potential donors. Board members will be receiving invitations to these events and are welcome to participate.
  - b. *Communication and Marketing Consultant:* At last month’s meeting the Board was told about the posting for a communications and marketing consultant for the library in order to meet the marketing needs of the library. Ms. Faherty informed

the Board that at the last Foundation meeting they approved funds to go towards the hiring of this person. A number of candidates were interviewed and one was selected, though this person has not yet been approached. It is Ms. Faherty's hope to get this person on-boarded in the next week or so.

This position will serve to create a marketing plan and measurable for analytics and measuring success. They will take care of marketing for the library as a whole, including updating the newsletter, website, and social media. The Capital Campaign will be a large part at times and it is the hope that this person will give the library and Foundation tools for marketing and communication in the future.

- 6) **Board composition:** As mentioned in the previous meeting, Andrew Ha has resigned from the Board. They are still looking for a replacement. Ms. Faherty has spoken to library staff about suggestions and a few people have been approached about the position, though they all said they were unable to make the commitment at this time. Ms. Zacker is in talks with a potential candidate and will send their name along to Ms. Faherty and Board President Hildy Karp. If anyone else has names in mind they are welcome to send them along to Ms. Faherty and Ms. Karp.
- 7) **Bills Payable:** A motion was made by Ms. Zacker to approve the bills payable from Operating account totaling \$ 8,661.68 and the Trustees account totaling \$583.56. This was seconded by Ms. Tazewell and approved by all.
- 8) **Committee updates**
  - a. *Finance:* Mr. O'Leary reported that at the previous Finance Committee meeting they discussed what was talked about in the executive session. The budget was also discussed in terms of long term and short term spending. Conversations were had about what is to be done during the move to a temporary location in regards to the collection. Ms. Faherty has also been in contact with the Village about the budget and where they are there.
  - b. *Personnel:* Mrs. Carroll said the Personnel Committee is planning to meet in the next week or so and will be talking with Ms. Faherty soon to discuss her objectives for 2023 and where she is in regards to her goals and progress made so far.
  - c. *Communications Committee:* Ms. Faherty discussed her communication update with the Foundation report in regards to hiring the communications and marketing consultant.
  - d. *Building Advisory:* The Building Advisory Committee (BAC) has not meet recently but have been in frequent communication over email.

- i. *Construction Manager:* The committee is in the process of reviewing the proposals that came in for the Construction Manager RFP. The timeline currently has a decision being made by May 5<sup>th</sup>. Input from the committee will be considered in the decision though it is unknown if they will all be taking part in the interview process at this time.
- ii. *Building Project:* Ms. Faherty is working with Ms. Karp to schedule a meeting next Tuesday at 7:30pm between the architect, Andrew Berman, and his team, the Board, and the committee to review schematic designs. Ms. Faherty will update the Board if there is a need to change the date of this meeting. This will be an executive session and quorum is needed from Board members. She will reach out to members to see who is able to attend.

Ms. Hilton, who has been attending meetings with Mr. Berman and his team so far, wanted to let the Board know how great he has been. He has been very attentive in listening to the library staff and wants to get an understanding of how the library operates and how the staff works.

## 9) Director's Report:

### a. *Building update:*

- i. *Building Project:* Ms. Faherty has been meeting regularly with Mr. Berman and his team. Meetings have mostly included herself and sometimes library staff member Lindita Cani and other staff members. There has been a strong showing from the Village with Ms. Hilton and Ellen Malgieri often in attendance. Between all the meetings and bouncing ideas off of each other a schematic design is being created. She said that it is getting closer to Mr. Berman feeling comfortable in his understanding of the needs and flow of the library and its staff as well as the grant and budget. After the schematic design is complete the project will go into design development where the pricing is done. Then any changes will be made based on what is affordable within the budget.
- ii. *Current Building:* The only update Ms. Faherty had for the current library building is that the heat and AC is still kind of working.
- iii. *Connett Building:* As the Board knows the Connett Building tested positive for asbestos and led dust and remediation is necessary. Documents from the Village still need to be removed from the building and they are in the process of an appeal to the State to do so. A hearing will be held on April 20<sup>th</sup> that the Village clerk and engineer will be attending to find out if the materials may be removed. Ms. Hilton explained to the Board that this process is because the Village is required by the State to keep certain tax and engineering documents for public

record. These documents are covered in asbestos and led dust but in order to dispose of them approval must be given from the State.

In the meantime, Ms. Faherty has already received bids for the remediation so once they get the okay from the State it can move forward right away.

- b. *Programming and Services Update:* Last month was Makers Month across New Jersey libraries. There were a ton of programs going on all month and culminated in Makers Mayhem, an all-day event which saw over 500 people in attendance. Programs that day included crafts, technology like coding, and a mini-golf course made possible by the New Jersey Makers grant. It is still unsure what next year's Makers will look like in the temporary location.

The library is currently gearing up for this year's Summer Reading Program. This year, one goal is to offer more adult programming alongside children and teens. The teen volunteer program is also getting ready to start up once again.

In the near future the plan is to have crafting programs planned every weekend. A number of outdoor programs are also being planned such as an upcoming Earth Day hike.

**10) New Business:** During the executive session early in the meeting the Board discussed the possibility of joining the BCCLS consortium. There is a desire from the Board to join but there is onetime joining fee that needs to be found in the budget. Annual fees were determined to be only slightly more than what the library is currently paying for similar services and can be covered. Options for the onetime fee included Friends fundraising, looking for library funds such as the Kosloski fund, and approaching the Village to assist in over the costs. These costs were not included in the 2023 budget as they were unknown at the time. Ms. Hilton and Mr. Haskins discussed if this would qualify for needs of the library during the building project and if the Village could help cover the costs. There has been interest from the Village Board of Trustees in the consortium. They will get back to the Board on this. Mr. O'Leary will also look into the exact parameters of the Kosloski fund as some of the money is already earmarked for certain purposes. The Finance committee will discuss more and try to put together a plan during their next meeting on May 9<sup>th</sup>.

A decision will need to be finalized by May so the library can meet with BCCLS in May and June and be included in the introductory process for 2024. In order to make sure the deadline is met Ms. Zacker made a motion that assuming money for the onetime fee could be found, they will move forward with acquiring BCCLS. The motion was seconded by Ms. Brown and approved by all.

**11) Current and Upcoming:** Next Board meeting scheduled for May 16<sup>th</sup> at 7:30pm at the library.

**12)** A motion was made to adjourn by Ms. Zacker. This was seconded by Ms. Pancholy and approved by all.

**13)** The Board meeting was adjourned at 8:26pm

*Respectfully submitted by Jenna Leis*