

- 1) At 7:32pm the online meeting was called to order by Ms. Karp. Present were Hildy Karp, Heather Marvell, Brian O'Leary, Tracy Carroll, Jamie Saeed, Marietta Zacker, Donna Grohman, Friends Rep. Kathie Abrams, Village Trustee Karen Hilton, Village Trustee Bill Haskins, Interim Library Director Lindita Cani, and Shanize Haddock.
- 2) **Friends Update:** The Friends are continuing to work really hard on the jewelry sale. Sandra Dickerson has been an amazing project manager. Pam Bristah is managing volunteer list; Ms. Abrams asked Board members to let her know if they are interested in volunteering. They are hoping to follow up the jewelry sale with a pop up at SOPAC, and maybe another one around the holidays. The Friends will review the book delivery service at the end of June. They are hopeful that by 2022 they will be able to have their annual book sale. Ms. Abrams inquired about the LOOP system for hearing impaired, and whether it was in the plans for the renovations. Ms. Cani had a meeting with Stan Wilkinson, director of information technology for the Village; they spoke about pricing and what would work.
- 3) **Minutes:** Ms. Zacker made a motion to approve the minutes from the April meeting, Ms. Grohman seconded, all approved.
- 4) **Financial:** Mr. O'Leary made a motion to pay the bills from operating totaling \$11,480.70 and the bills from Trustees totaling \$275.90, Ms. Grohman seconded, all approved.
- 5) **New Library Director Search Update:** The Committee has been busily in interviewing candidates. Library staff had the opportunity to interview 3 of the five candidates. The Search committee interviewed those 3 again. They are going to have one more interview with 2 candidates, and they hope to bring recommendations within the next week or so, for the board to vote on.
- 6) **Director's Report:** Ms. Cani updated the Board. After Memorial Day weekend the library will be open uninterrupted from morning to close. With the current staffing, they can maintain sanitizing between uses as needed. The library is preparing for this year's Summer Reading, and collaborating with the Friends, who have always generously supported funding for programs, prizes, and books. The library is planning for Opening Day to invite department heads to bring a firetruck, a truck from DPW, a police car, and an EMT car. The library is also reaching out to Essex County Bomb Squad and K-9 unit. Having that on Opening Day would be exciting and thrilling for the kids. This year, programs will be a combination of virtual and in-person outdoors. Ms. Cani showed the Board the 2 Awards from NJLA the library won for an infographic and staff video available on YouTube.

7) Capital Campaign:

- a) ***Board's Role/ Foundation Update-*** The committee has been working very hard to figure out next steps; before, after and during the submission of the State Grant. They are on the path to start the capital campaign. They are still in the quiet phase; reaching out to a lot of people. Ms. Zacker will be co-chair of the campaign. She explained to the Board that they will need to figure out what kind of giving they would like to gift to the capital campaign for the building project. She said that she will be calling each Board member to have a conversation about this with them. She went on to say that this conversation will happen regardless of what happens with the grant. Ms. Karp commented that everyone needs to think about what is personally meaningful for them. Ms. Zacker prepared a personal statement as to why this capital campaign and the library is important to her. She will share that statement with Board members.
- b) ***Naming Opportunities:*** In order for the building project to work, at least \$1,000,000 needs to be raised from the community. One of the ways to raise the money is by offering naming opportunities. The Board discussed the policy. Ms. Marvell commented that it is a good draft, it is very general and gives a lot of protection as a library, and it doesn't commit the library to doing anything really specific. Mr. O'Leary had a few changes:
- Make the 3rd paragraph the 1st paragraph
 - In the 2nd paragraph- change to SOPL may offer...
 - Under general provisions- strengthen the 1st sentence- say more plainly library trustees have sole responsibilities for naming/renaming and dedicating all areas of the library.
 - Change- if a donor does not honor his/her agreement, change to- if a donor does not honor a pledge agreement that donor...

Ms. Marvell made a motion to approve the naming policy with Mr. O'Leary's amendments, Ms. Saeed seconded, all approved.

8) Connett Connections:

- a) ***Update on Exterior work including update on ADA Requirements-***Exterior work is moving forward, the project is going out to bid. With Tom Hut's guidance on verbiage, they asked the persons who are bidding on the exterior work, to carve out the reconstruction of the stairs on the Scotland Road side of the Connett.
- b) ***Update on NJLCBA-***the team is continuing to work hard, Ms. Cani especially. The Board will be getting the draft submission soon.
- c) ***Bond lawyer review of financial pages for application up to \$800-*** Susan Briant, pro bono library consultant, has asked for a bond lawyer to review the financial pages of the library's application for the state grant. Ms. Marvell reached about to Adam Loehner originally, but he was reluctant. Ms. Marvell suggested that the library pay for this out of the trustee account. She explained that having the Village's bond council look this over is important because, if Susan Briant, one of the most sophisticated NJ library persons, is worried that the financial pages may raise red flags, then the Board should listen to Ms. Briant's guidance. Another thing is they

would like Ms. Briant to put her name on the application. Ms. Marvell made a motion to spend up to \$800 to pay for the Village's bond council to review the financial pages of the library's submission, in the NJ library construction bond act, Mr. O'Leary seconded. All approved.

d) *Resolutions-*

- i) *Susan Briant-* Susan Briant pro bono lawyer, wants to be careful that the help she provides for the library is done within the confines of her own financial means. She will provide language describing how she needs to be appointed as a library consultant. The Board agreed to vote through email once the exact language is given.
- ii) *Resolution I for NJLCBA Grant Application-* Ms. Cani read the resolution. Ms. Marvell Made a motion, Mr. O'Leary second, all approved.

Ms. Abrams inquired about the ramp at the Connett Building. There was originally a plan to add a ramp at the front of the Connett Building. The Board had a public meeting, out of cycle to talk about the ramp. Tom Hut made a presentation, and spoke about it. It was decided at that meeting that because there were concerns about the historic body, and because the new main entrance will be the link, the ramp will no longer be done. The original entrance to the Connett building will be a secondary entrance. There is conversation about extending the platform on the steps so that it meets ADA requirements for emergency.

9) **Library Merger:** no update. Topic will be revisited at the July meeting.

10) **Financial in regard to Application:** Another piece to be included in the library's submission for the grant application, is other funds that can be applied, or has been raised to date. The finance committee went through the library's bank accounts to make a recommendation to the board about how much they should apply to the project. Mr. O'Leary updated the Board. There are a total of 6 different accounts. 4 accounts that are sources. The business account has about \$39,000; of that, \$17,000 is not restricted and would be eligible. Some other restricted funds are for technology and may be an option. The Marlowe Memorial fund is specifically for the Connett building, with a total of \$14,000 eligible for the grant. Those two together is \$31,000. There is a trustee account with a balance of \$89,000 that is not restricted in any way, and has been used to replenish the business account with interest when it is appropriate. $\$17,000 + \$14,000 + \$64,000$ of the \$89,000 = \$96,000 for possible use. Ms. Cani commented that \$10,000 out of the restricted money is from the 2020 appeal for the Foundation, so that will go to the Foundation when the Board decides. Then there is the Kosloski fund which is dedicated to technology needs of the library and has about \$200,000. It can be applied here for things like replacement technology for computers, or potentially be used for a LOOP system. It could also be used for the phone system. It can only be technology that is part of the building. Ms. Cani estimated the tech cost for the project is about \$100,000; in two years prices will be higher. Mr. O'Leary told the Board that there could be \$300,000 by taking the \$96,000, and

take \$4000 from a business account with interest that's earmarked for technology, and the \$200,000 put those together and it's just about \$300,000. He commented that it would have to be clearly stated that there is up to \$200,000 to spend on technology. Ms. Zacker suggested that they make the number as high as possible, it would look better on the application. Ms. Cani stated that you have to show what you are buying. Mr. O'Leary told the Board that there is up to 300,000 in spending capacity of which \$200,000 or some other number that can be backed up, is expected to be used. The Board agreed with the finance committee's recommendation.

11) **New and Upcoming:** Ms. Hilton would like to have a get-together, with the current Village board of trustees and library board members, before the construction starts, so everyone can go through the Connett and the existing library. She said to keep a look out for the email. Ms. Karp is happy to help Ms. Hilton plan that.

Ms. Karp asked if the library should make a presentation the upcoming Village meeting; Ms. Hilton will see what's in the agenda, and let the Board know.

The meeting was closed at 8:43pm.

Respectfully submitted by


Shanize Haddock