

- 1) At 7:32pm the online meeting was called to order by Ms. Karp. Present were Hildy Karp, Heather Marvell, Brian O'Leary, Diego Ribadeneira, Tracy Carroll, Donna Grohman, Alice Greenberg-Sheedy, Jamie Saeed, Kathie Abrams, Friends Rep, Karen Hilton, Village Trustee, Lindita Cani and Shanize Haddock.

- 2) **Friends Update:** Ms. Abrams updated the Board. The Friends met last Tuesday; they are still sorting, collecting and consulting for the jewelry sale.
 The library home deliveries will start this Thursday. It will be a 2-month trial.
 The Friends would like a copy of the resolution that was passed about editing library/Friends webpage.
 The Friends were glad to hear of recent hires, however they were dismayed to learn what library staff earns, and most of them are not full-time so are not eligible for benefits. Ms. Cani commented that part-time employees accrue time off based on how many hours they work.

- 3) **Minutes:** Ms. Grohman made a motion to approve the minutes from the January meeting, Mrs. Carroll seconded, all approved.

- 4) **Foundation Update:**
 - a) *New Member-* there are 6 new additions to the Library Foundation. Annemarie Maini has agreed to be the president of the Foundation; Heidi lee will be vice president. They are preparing board packets for the new members. Mrs. Carroll told the Board that she is very excited to have the new members; they all bring a different set of skills and experience as well as different circles of friends and community members. They will be getting their headshots and bios placed on Foundation website.

 Foundation Members: Annemarie Maini, President; Heidi Lee, Vice President; Kendra Kessler, Treasurer; Suzie Adamson; Petra Chu; Sandra Dickerson; Susan Haig; Karen Hilton; Tonia Moore; Kevin O'Connell; Judith Stark; Allie Wesson; Diane Wright; Tracy Carroll, Board Liaison; and Marietta Zacker, Board Liaison.
 - b) *Appeal-* Tons of thank you letters have been sent out with personal notes. Ms. Hilton commented that Ayesha Makhdoom has worked really hard on this. As of January 18, 2021, \$3,118.00 with 305 donors was raised. 91 came from new donors and 214 from previous donors. 13 donors had consistently donated since 2014.
 Ms. Makhdoom will take the minutes for the Foundation meetings.

- 5) **Finance Committee Update:** Mr. O'Leary updated the Board. The committee met in early February and went over the 2021 budget of \$180,000.00 from the Village and some state aid. The budget that Ms. Cani put together is in pretty good shape. The library will proceed with the budget, and see how spending goes month over month, between now and the middle of the year. The budget

is \$8,000.00 over the spending allowance, but Mr. O'Leary is confident they can find that 4%. Ms. Cani went a little lower on the budget for library materials because that is the only place flexible. She commented thank you to the Friends for their support when the library needs extra money for materials. The library is also applying for grants when available, that can bring in money for test books or ESL materials, etc.

Ms. Karp commented that there was some discussion about doing some contingency planning for potential cuts from the Village. Ms. Hilton told the Board that the Village budgeting process is still in the early stages, they will be making significant decisions in the next couple of weeks. Ms. Hilton will let the Board know and will try very hard not to have any cuts. Mr. O'Leary told the board that last year, between mid-year and 3rd quarter, the finance committee did a fair amount of contingency planning of that sort. They can reactivate that plan, but they have not gone through it again because the Village has not asked, and they would need to have a specific target. Ms. Hilton commented that Covid did not hit the Village as hard as they thought it would. While they were impacted, people are still paying property taxes; a lot of the big-ticket revenue is still coming in. They ended last year not nearly as bad as they thought it would be. However, a few big-ticket revenue items were 1-time things that they won't have this year. They also had a couple of significant cost increases for this coming year like recycling.

Mr. O'Leary told the Board that there is an opportunity with operating expenses to talk to the Friends or Foundation, to share how the library spends money and what the expenditure plans are for the year. It might be helpful for Friends to look at what the library is doing and think of good opportunities to support the library in 2021.

Ms. Marvell asked if the library does analysis on usage of certain things like Mango/ Tumble Books and other services to see if that is an area to cut down expenses. The library does run reports. The finance committee discussed cutting some of the reference materials which are pricey and the usage is not high. Ms. Cani said that she does not think now is the time to cut electronic resources because right now patrons rely on them. Ms. Cani also said some of the reference materials can be ordered every other year if needed. Ms. Saeed commented that it would be great if the library could look into synergies with Maplewood library. Ms. Cani said that she will reach out to Amanda Eigen, head of Adult Services at Maplewood Public Library; however, there have been many conversations in the past with MPL, where their response was 'sounds good but not at this time'.

- 6) **Personnel Committee:** Mrs. Carroll updated the Board. The committee whittled down the applications for library director to five; however, they are going to post the job description on the Rutgers website. With regards to contracting for professional search consultants, Mr. O'Leary did a lot of work with the Burgers. The committee is waiting to see what the response is from Rutgers in order for the Board to decide on whether they will contract for services. Mrs. Carroll explained the 2 levels of services: full service which is a high price and a la carte service which provides some direction and guidance, but does not actually provide the screening of applicants. If the Board does not decide to go with the full service option, the Board will need to make sure they have a committee that can devote time to look at applications and assess candidates appropriately. The personnel

committee would like to form a search committee of seven individuals; 4 Board members and 3 community members. Suggestions of candidates from the community are Pam Bristah, former professional librarian; Crystal Glynn, former Board member and professional librarian in an academic setting; and Dustin Dumas, library user and volunteer of the library 150th celebration. Mrs. Carroll said that she was nominated to be on the committee and they would like for Ms. Karp to be on the committee as well. Mrs. Carroll explained that the community members would not vote on applicants but would serve in an advisory role on the committee. Ms. Greenberg-Sheedy said she was happy to be on the committee. Ms. Saeed can help on the committee. Mrs. Carroll made a motion to implement a library director search committee, consisting of 4 Board members and 3 community members, with community members having advisory roles. Ms. Saeed made a motion to approve, Ms. Grohman seconded, all approved. Mr. O'Leary noted that the search committee would make recommendations of 2 or more candidates for the Board to consider.

- 7) **Financial:** Ms. Marvell made a motion to approve the bills totaling \$11,133.80 from operating and \$862.60 from trustees, Ms. Grohman seconded, all approved.
- 8) **Director's Report:** Ms. Cani updated the Board. Sunday hours are resuming as of February 21st with the new staff up and running. The library is resuming notary service and proctoring service, which was interrupted. These services will be by appointment.
As Ms. Abrams mentioned earlier, the library is partnering with Friends to offer delivery service of library materials. 5 patrons have signed up so far.
AARP tax volunteers will do tax help through village offices. The library will set the appointments. The library is continuing to offer Black History Month programs. The DIY take home craft is really popular; there were 2 crafts for Black History Month, 1 for Valentine's Day and 1 for Chinese New Year. About 25 bags are prepared and they all go. Patrons look forward to it each week.
The library started working with the new Dremel 3D printer; the 1st project for the public was printed today. It is still 25 cents per gram. Mrs. Carroll commented that her daughter is back home and available if Brent Shelley needs help with the 3D printer.
The library is gearing up for Makers Month with Makers Mayhem being in mid-April when the weather is better for outdoor programming.
- 9) **Connett Connections Project Update:** a steering committee for the building project was formed, which is essentially a working group for the grant application round 2. Members are Hildy Karp, Karen Hilton, Eve Peterson, Annemarie Maini, Marietta Zacker, Lindita Cani, Tom Hut and Jerry Sullivan. They are going to get together and reassess the project. The committee agreed (subject to the Board's approval) that it would make the most sense to still do the whole project. Mr. Hut and Mr. Sullivan are going to look at all the materials that Ms. Cani gave them with an eye towards guiding H3 or perhaps another architecture firm like Atkin Olshin Schade. A grant writer has not been found, so they are going to ask the Burgers to help with parts of the application. They are still trying to get a better sense as to why the library didn't get the grant. NJ State Library is having a

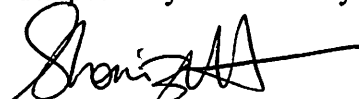
listening session next Thursday which Ms. Cani and Ms. Marvell will attend, they submitted a question, basically asking how do libraries that did not win, know why they did not win. Ms. Marvell commented that it is the early days in the process but it is off to a good start. Laverne Mann, director of the Cherry Hill Library, shared how they got information about their grant application. Ms. Cani will share that information with Ms. Marvell. Ms. Karp asked about the grant for the elevator and bathroom. The Elevator, the Scotland Road door, and the platform in front of where the book drops are, is supposed to get done as part of a grant Adam Loehner got from Essex County.

- 10) **New Business:** The Village has a new employee, Julie Doran. A big part of her job will be around communications. The Village has a newsletter that goes out every Monday; library events could be listed there. Ms. Hilton is happy to make that happen. Mrs. Carroll commented that the library information on the Village website is not updated. Ms. Hilton suggested contacting Joy or Lauren in the clerk's office to make those changes.

Ms. Saeed noticed some social media behavior about reopening of schools that may not be conducive, which led her to ask if the library has policy in place for staff use of their personal social media. A discussion took place. Ms. Marvell said during the discussion that these policies at their best are intended to stop people from doing things that cast the institution in a negative light; they have to be written very carefully because you don't want to thread on the free speech rights of the employee. Ms. Saeed and Ms. Marvell will work on this.

The meeting was closed at 8:49pm.

Respectfully submitted by


Shanize Haddock