South Orange Public Library Minutes of Library Board Meeting, November 16, 2021

1) At 7:35pm the online meeting was called to order by Ms. Karp. Present were Hildy Karp, Brian O'Leary, Diego Ribadeneira, Jamie Saeed, Village Trustee Bill Haskins, Friends representative Kathy Abrams, Jill Faherty, Jenna Leis, and members of the public and potential new board members Andrew Ha and Emily Brown. Tracy Carroll joined the meeting at 7:42pm.

2) **Public Comments:** Ms. Karp welcomed Mr. Ha and Ms. Brown who will be joining the board pending their appointment by the Village. While there is no board meeting scheduled for December, a special meeting will be planned to have the new members take the oath and have an introduction. Ms. Faherty will reach out with possible dates.

3) **Friends Update:** Ms. Abrams informed the board that the Friends just completed their second jewelry sale for the year. It was a big success and while they do not have a final count, it is estimated they made close to $6,000. She wanted to express thanks to SOPAC for hosting it in their lounge.

The Friends continue to receive money from the green Better World Books donation bin in the library parking lot.

In their most recent meeting a campaign was discussed to better advertise museum passes to the public by highlighting them each on the website and on social media, as well as have the library create bookmarks with the current pass options available for checkout.

As mentioned in the previous meeting, current Friends president, Toni Moore is stepping down. No one has accepted the position as successor yet but they do have a candidate in mind and are hoping to fill the position soon.

4) **Foundation Update**: *Annual Appeal:* Ms. Faherty informed the board that the Foundation has created three different letters for the annual appeal, one for established donors, new donors, and new card holders. These were emailed to the board prior to the meeting. The letters are at the printers and are expected back soon. There are approximately 900 going out. The envelopes are currently in the process of being hand addressed. Once they are ready the board is asked to write notes for each, sample notes will be proved for members. Each member is being assigned 25 but are asked to take on more if able to. The timeline is tight and the letters need to be completed by the Monday after Thanksgiving. Eve Peterson from the Foundation will organize getting the letters out.

5) **Minutes:** Ms. Leis brought attention to the October meeting minutes missing "respectfully submitted by Jenna Leis". The board acknowledged the exclusion and Mr. O'Leary made a motion to approve the October minutes with the addition. It was seconded by Mrs. Carroll and approved by all.

6) **Financial Report:** Mr. O'Leary reported that the expenses were a little higher than average, this is due to some bills for the coming year, annual subscription bills, in addition to building maintenance costs. Ms. Faherty has spoken with Village Administrator, Adam Loehner about the options for Capital Budget support. Mr. O'Leary said that we are at budget right now but there is little room for flexibility going forward which will need to be addressed.

Ms. Faherty mentioned much of the expenses are unanticipated, such as plumbing, the HVAC system, and custodial services. Labor from these services have also increased. Another increase was in digital subscriptions, which are deemed necessary during Covid. The Finance committee will continue to discuss the 2022 budget and is planning to meet in December and January to review. Ms. Faherty has been in contact with Village Trustee Karen Hilton to keep her in the loop.

a. *Bills Payable*: Mr. O'Leary motioned to approve the bills from the operating totaling $24,380.41. This was seconded by Mrs. Carroll and approved by all. Mr. O'Leary then motioned to approve the bills from trustees totally $15,244.20. This was seconded by Ms. Saeed and approved by all.

7) **Resolutions:**

a. *Annual Calendar*: Ms. Faherty read out a resolution, emailed to the board prior to the meeting, with the proposed dates for the 2022 board meetings. The schedule will follow the same pattern as previous years, the third Tuesday of the month with the exception of August and December. A motion to approve it was made by Ms. Saeed, seconded by Mrs. Carroll, and approved by all.

b. *SOPL Holiday Schedule:* Prior to the meeting Ms. Faherty sent the board the tentative township holiday schedule and the proposed library hours for each. This was discussed and it was decided to close the library for the full day on Friday December 31st, 2021 in observance of New Year's Day. Mrs. Carroll motioned to approve the schedule with that date closed, barring any changes made by the Village for the upcoming year. Any subsequent changes by the township will be discussed in the January board meeting. This was seconded by Mr. O'Leary and approve by all. This decision is an amendment and supersedes the previous one made to be open for the half day on December 31st, 2021.

8) **Director's Report:**

a. *Building Project:* Ms. Faherty reported that they have been moving along with maintenance on the building. The plumbing issues should be fixed in the coming weeks. She also spoke with the architect from H3, who created the new construction blue prints, to get specifications for making the library doors ADA compliant. He was supposed to do a walkthrough of the building last week but they had to reschedule. She has been in communication with him as well about upgrades to the restrooms but moving ahead on those are dependent on if it will be effected by future construction plans. These upgrades will be completed with money from an existing community grant. In regards to elevator upgrades, Ms. Faherty noted that a public bid was posted by Village Administration, with a deadline of December 7th. Once the bid is awarded the work is expected be complete within 45 days. Multiple elevator companies have come in to take measurements.

The Connect building exterior continues to be worked on, the contractor hopes to be done with the exterior by the end of the year and then move inside to work on the windows. Ms. Faherty would like to start giving tours of the building to show the progress. She will also be reaching out the village engineer, David Battaglia, to touch base about the project.

Ms. Abrams brought to the boards attention that people have asked about the work being done on the Connect building. Ms. Karp said that while it is alluded to in the appeal letters more needs to be done. It was suggested by Mrs. Carroll that a video could be made to highlight the current work and how it relates to the bigger project. Ms. Faherty agreed and has been discussing marketing on social media with the library staff as well as getting minor articles written on the project.

b. *Programming and Services Update:* Ms. Faherty told the Board that the library will continue to offer programs to the public but has mostly moved indoors due to the weather getting colder. Future children's programs will be based on what parents or caregivers will be comfortable with attending. There has been a decrease in teens attending programs but the library is working to increase attendance to programs such as Tech Teens, homework help, and more.

Going forward there is a plan to promote a different digital service every month. The first one planned is CreativeBug, an online database of crafts. Ms. Faherty also showed a new digital resource, PressReader, which was just launched. This was made possible by the ARPA grant. The online resource has a collection of newspapers and magazines that can be accessed by all patrons. The site allows you to browse over 7,000 periodicals from over 120 countries in 60 languages. This is a pilot program and will be evaluated for renewal next fall. Ms.

Faherty has been keeping Ms. Hilton up to date on library programs and resources for her to share at the Village Trustees meetings.

9) **Meeting Room Policy:** Temporary Covid inspired edits were proposed to the library meeting room by Ms. Faherty. The new policy was sent in an email to the board prior to the meeting. It proposes decreasing the capacity of the room to 25 occupants as well as mandatory social distancing and masks while in the building. This amendment to the policy will be in place through May 2022 after which it will be reevaluated. Mr. O'Leary motioned to approve, Mrs. Carroll seconded, and it was approved by all.

10) **SOPL Board Composition:** As previously mentioned the board welcomes Ms. Brown and Mr. Ha as new board members. A special meeting will be called in December for them to take the oath and give introductions.

11) **New Business:** Mr. Haskins mentioned that if Ms. Faherty needed assistance reaching out to Mr. Battaglia to let him know and he will follow up.

12) **Current and Upcoming:** The Next Board meeting will be held on January 18th at 7:30pm.

13) The meeting was closed at 9:01pm.

Respectfully submitted by Jenna Leis.