

- 1) At 7:30pm the meeting was called to order by Ms. Karp. Present in person were Hildy Karp, Lora Tazewell, Tracy Carroll, Brian O’Leary, Jill Faherty, Village Trustees Karen Hilton and Bill Haskins, Village Purchasing Agent Ellen Malgieri, South Orange Community Member Doctor Jane Bean-Folkes, and Jenna Leis.
Attending virtually were Jamie Saeed, Emily Brown, and South Orange Community Member Alyssa Aronson.
- 2) **Minutes of the April 2023 Library Board Meeting:** A motion was made by Mr. O’Leary to approve the meeting minutes from the March 21st, 2023 board meeting. This was seconded by Mrs. Carroll and approved by all with the exception of Ms. Karp who abstained from the vote due to her absence from last month’s meeting.
- 3) **Friends of SOPL update:** Ms. Faherty gave a brief updated the Board on behalf of the Friends. They just completed a very successful jewelry sale earlier this month. While the final total has not been given to Ms. Faherty she said they made around \$9,000, which is a new record for money made in a single sale weekend.
The Friends continue to sponsor the museum passes for the library. Most recently they added the Children’s Museum of Manhattan, renewed the Montclair Art Museum pass, and are in the process of purchasing the Yogi Berra Museum.
- 4) **Foundation Update:** Ms. Faherty reported that the Foundation are in the process of completing a brochure that will go out to potential donors and the sample looks good. They are also planning to start tours of the library for donors in the next few weeks. Trainings will be held on how to approach potential donors and give these tours. The first party for donors is set to be held in September. It was pushed back until more sketches and plans can be available to present.
- 5) **Board composition:** Ms. Karp reminded the Board that there is still a Board seat open. She recently had a conversation with community member Dustin Dumas about a potential candidate for the position. Tthe candidate will get back to Ms. Karp soon after thinking about if she has the time to commit to the Board. If anyone else has a candidate in mind, please let Ms. Karp know.
Ms. Karp introduced the Board to Doctor Bean-Folkes who has been recommended to take over as the Board’s school liaison later this year. Ms. Tazewell will be stepping down after the June meeting.
- 6) **Bills Payable:** Ms. Faherty addressed the higher amount in the bills compared to the last couple meetings. This is because the new cleaning service, PJ Building Cleaning, hadn’t been paid until now as they had to work things out with the Village with their approved

rate. This month's bill therefore includes payment for the previous four months of services. She also noted a reimbursement for herself which was for the purchase of QuickBooks. Ms. Faherty had to put the money upfront because QuickBooks would not invoice the library.

A motion was made by Mr. O'Leary to approve the bills payable from Operating account totaling \$24,690.23 and the Trustees account totaling \$1,890.78. This was seconded by Mrs. Carroll and approved by all.

7) Committee updates

- a. *Finance:* Mr. O'Leary reported the Finance Committee recently met and discussed a variety of different things including BCCLS and how they look for the year.

The committee talked a lot about the funding options for BCCLS and the good news is that it is not an immediate worry as the bill will not come until the end of the year. Ms. Faherty said she got numbers for the fees the day after the committee met. According to what she received from BCCLS it will be a \$27,000 one-time joining fee, which includes the conversion fee for re-cataloging, and an ongoing annual fee of \$39,000 which can be broken up and paid quarterly. The annual fee averages out to only slightly higher than what the library is currently paying for similar services. The rest can be made up by some cuts in some places such as the book buying budget and part-time staff, both of which will already be done because of the move to the temporary location during the building project.

Options for funding the one-time fee continue to be discussed. The Friends have offered to support where they can and the Foundation has been looked at for potential funds. There is the potential to ask the Village for funds. Ms. Hilton suggested they make it clear what they are asking for soon if they are to approach the Village.

The library does need to be accepted into BCCLS still. A vote is being held this upcoming Thursday with the BCCLS executive Board. Ms. Faherty and Ms. Karp will be there to present. If voted through another vote will be held in June with all BCCLS members.

- b. *Personnel:* Mrs. Carroll had no major updates from the Personnel Committee. They intend to meet soon and prepare for the annual personnel review.
- c. *Communications Committee:* Ms. Faherty updated the Board that the Communications Committee has been meeting monthly. As discussed in previous Board meetings a communications consultant has been hired for the library with funding from the Foundation. Kristin LaGrua recently started in the position and has been working on the first phase of her marketing plan. This includes creating a template for the library to work off when marketing programs and services. She has also been looking at all of the library's communications including its web

communication, social media, etc. to get an understanding and assess what has been done in the past. There will be more to come soon and Ms. Faherty expects a six-week turn around on her first deliverables.

- d. *Building Advisory*: The Building Advisory Committee (BAC) recently met after a brief hiatus to discuss the proposals received from the Construction Manager RFP. A number of proposals came in and Ms. Malgieri worked to vet them all. The committee talked and decided on three firms that will be brought in for interviews. The BAC has also been invited to attend the executive session held later this meeting.

8) Director's Report:

- a. *Building update*: Ms. Faherty reported that things in the building are good though there were two recent incidents for the Board to be aware of.
 - i. *Current Building*: First was some flooding that happened a couple weeks ago. The Village was quick to get a plumber on site to look at the issue. It was found that when the elevator was recently modernized a more powerful sump pump was installed which was pumping water too fast into the boiler-room, after some recent heavy rain. The water has been rerouted and the issue has been managed for now. A bill is still incoming from the plumber. This issue will be brought to the attention of the architect for the Building Project, Andrew Berman, and his team so it is taken into account for the building plans.
 - ii. *Connett Building*: The second incident was that the Connett Building has recently had its fire alarms going off. City Fire, the vender that handles the library's alarms, came out but did not fix the issue despite billing the library. They stated that Verizon has to come out and look at some of the wiring. The issue is ongoing.

In other news the State approved the removal of documents housed in the basement of the Connett Building. As of now it is just a verbal approval and Ms. Faherty is still awaiting official documentation. Once she receives this everything is lined up and ready to move forward for the buildings asbestos and lead remediation.

- b. *Programming and Services Update*: May is AAPI month and Ms. Faherty said the library has been putting on many programs to celebrate. This includes a cherry blossom craft attended by teens and adults, bilingual story time in Mandarin, and a number of guest speakers.

Some upcoming programs include working with Art Bender in the Village on Father's Day and a book launch for the libraries very own part-time Reference Librarian Laura Sims. This is planned for at the library in July.

The library is currently planning for Summer Reading to start next month.

Last year a total of 90 different programs were held in eight weeks and this year is planning to do roughly the same. Opening Day will be on Thursday, June 29th.

To promote Summer Reading this year Ms. Faherty has been looking at quotes to do a direct mailing to South Orange community members. She is looking into the budget as well as talking with the Friends who fund some of the Summer Reading every year already. This is in addition to providing the schools with packets of the schedule for all student. Things such as an insert into the News Record and Gaslight were looked at but the former has a wider audience than just South Orange and the later goes out too late into the summer.

- i. *BCCLS Bylaws*: Prior to the meeting the Board was sent out a packet containing the bylaws and policies for BCCLS. Ms. Karp and Ms. Faherty have been meeting with a BCCLS representative who has been vetting the library. Before presenting to the BCCLS executive board they were asked to make sure the Board members were all fully onboard with the consortium's bylaws and policies.

One of the bylaws that stood out to Ms. Faherty were the one regarding collection development. BCCLS has a standard for the collection and one includes purchasing nonfiction books published in the previous five years, with a few clear exceptions. Ms. Faherty sees this as a good thing to keep the library's collection up to date. Another was that the library is responsible for collecting late and lost item fees from patrons. This is already similar to what is done with the inter-library loan system but possibly on a higher scale. There were no issues from the Board with any of these policies.

Ms. Karp does not foresee any issues with the voting process. The library received a recommendation letter from the Maplewood Library for joining and other local libraries she has spoken too seem excited for South Orange to join.

The first vote as mentioned is being held this Thursday and the second will be held June 16th where Ms. Faherty and Ms. Karp will present before the full BCCLS membership. They expect to know the results soon after.

A motion was made by Mr. O'Leary to show the Board's full support for joining BCCLS. This was seconded by Mrs. Carroll and approved by all.

9) **New Business:** There was no new business.

10) Current and Upcoming: Next Board meeting scheduled for June 20th at 7:30pm at the library.

11) Mr. O’Leary motion to have the Board go into executive session at 8:10pm. This was seconded by Mrs. Carroll and approved by all. The session was to discuss SOPL’s schematic design as created and presented by ABA. The Building Advisory Committee members were invited to attend this executive session.

12) Mrs. Carroll motioned to end executive session at 9:40pm. This was seconded by Mr. O’Leary and approved by all.

13) The Board meeting was adjourned at 9:42pm.

Respectfully submitted by Jenna Leis