

- 1) At 7:35pm the online meeting was called to order by Ms. Karp. Present were Hildy Karp, Jaime Saeed, Tracy Carroll, Marietta Zacker, Lora Tazewell, Emily Brown, Jill Faherty, Village Trustee Karen Hilton, Friends representative Kathie Abrams, South Orange Community Member Alyssa Aronson, and Jenna Leis.

- 2) **Minutes of the November 2022 Library Board Meeting and December Special Meeting:** A motion was made by Ms. Zacker to approve the meeting minutes from the November 15th, 2022 board meeting. This was seconded by Mrs. Carroll and approved by all. A motion was made by Ms. Tazewell to approve the meeting minutes from the December 5th, 2022 special meeting. This was seconded by Ms. Zacker and was approved by all members except Mrs. Carroll who abstained from the vote.

- 3) **Friends of SOPL update:** Friends representative Kathie Abrams informed the board of the Friends' success with their most recent Jewelry sale. It took place over two days in December at the library and made over \$9,000. Thanks to the leadership of Sandra Dickerson, they have brought in over \$30,000 in the last two years through their new fundraising initiatives. Looking back at their 2020 letter writing campaign over \$15,000 was brought in.

A new museum pass is being added to the library collection for the Guggenheim Museum and will be available for checkout soon. It adds to the growing collection of passes sponsored by the Friends.

The in-house book sale continues at the library and the Friends want to thank the library staff for helping collect the funds coming in from that. They are looking to have a book sale towards the end of spring/early summer this year. Ms. Hilton is working with them to see about the availability of Village recreational spaces as well as the Baird building once construction is complete. The date for the next Jewelry sale is still to be decided.

The Board passes along their appreciation to the Friends for all their hard work.

4) Foundation Update:

- a. *Annual Appeal:* Ms. Zacker reported that the Foundation has is in the process of collecting the annual appeals. As of now they are hovering at about \$20,000.
- b. *Capital Campaign:* Work continues to be done for the Capital Campaign. Ms. Zacker says that the Foundation is looking at their bylaws and making sure they are ready to support the Capital Campaign as well as other campaigns going forward. Any board member who has not already turned in their pledge form please do so as soon as possible. It is important to get 100% participation from the Board in order to talk about their support for the campaign. Ms. Zacker will

continue to keep the Board up to date as they search for someone to assist with materials needed going forward.

- 5) **Bills Payable:** A motion was made by Ms. Brown to approve the bills payable from Operating account totaling \$26,372.01 and the Trustees account totaling \$1,574.23. This was seconded by Ms. Zacker and approved by all.

6) **Committee updates**

- a. *Finance:* At their most recent meeting the Finance committee discussed with Ms. Faherty her budget for the 2023 year as well as the capital requests. Ms. Faherty presented to the board the projected costs. She is continuing to meet with the Village so all numbers are subject to change.

There were unexpected costs during the previous year which include HVAC maintenance, an increase cost of cleaning services, and an increase in eLibraryNJ costs due to an increase in circulation of digital material.

The capital request for this year is estimated to be about \$11,000. This will include the cost of mobile furniture for the library's temporary location during construction, City Fire upgrades to comply with safety codes for the elevator, and Verizon upgrades for the elevator modernization. The elevator modernizations and upgrades to its panels are priority to get it up to code and are expected to last through the construction project.

Operating budget expenses for 2023 are estimated to be about \$232,296. Increases are in areas such as building maintenance, programming, and connectivity such as library network access and digital services. The building maintenance costs will include continued maintenance to the HVAC system and moving of the oil tank. The cost may go down if the oil tank does not need to be moved but it is likely. Decreases in the budget are in areas such as office supplies. The library will be increasing the cost of black and white printing from \$0.15 per page to \$0.25 per page to offset the increased cost in paper.

Costs for staffing are still being determined with the Village. As mentioned Ms. Faherty will continue to meet with them in order to get more solid numbers.

Ms. Faherty's fiscal goals for 2023 include managing the process for temporary relocation of the library in a cost-effective way, manage building cleanup and preparation for the renovation of both buildings, continuing getting quotes for all work needed during the construction, offset printing costs with an increase in printing fees, and determine which library consortium is the most cost-effective going forward.

Updates will be shared with the board as costs and numbers are finalized.

- b. *Personnel:* Mrs. Carroll reported that Ms. Faherty provided the committee with her updated 2022 and 2023 goals. They are in the process of scheduling meetings with Ms. Faherty before the mid-year to discuss where she may need support from the Board.
- c. *Communications Committee:* The communications committee made up of Board members, library staff, and members of the community, meet once a month with plans to meet more frequently when necessary. They are currently working on a timeline to be shared with the public which shows the milestones for the construction project, both completed and upcoming. Once done the Foundation will be asked to publish it on their website. The library site will then link to them. Ms. Abrams said the Friends would be happy to also link to the timeline on the Friends site once it is completed. The timeline is almost done they are just waiting for professional help with it on the coding/web design end.

Ms. Faherty mentioned that the committee is continuing to look for someone to handle more communication with the library. This person would create a cohesive communications plan for the library and support getting the word out to the community with all the library has to offer. The idea that this could be a part-time position on the staff has been discussed but exact numbers for hours and where the funds would come from is still being worked out. Ms. Zacker reported that while not confirmed, the Foundation has been discussing if they will be able to use their budget for this position. The Board overall is onboard with creating the position. Ms. Karp mentioned getting communication professionals in the community to review any possible job posting to receive the best possible candidates.

- d. *Building Advisory:* The building advisory committee's (BAC) most recent meetings discussed moving forward with Andrew Berman Architect. They have also had a number of conversations about an RFP for a Construction Manager for the project. As of now the Board representation on the committee includes Ms. Karp and Mr. Andrew Ha, as his schedule allows. Ms. Zacker also participated in the interviews for the architect as both a representative of the Board and the Foundation. Ms. Karp invites any other Board members interested in joining to let her or Ms. Faherty know.

Ms. Faherty is happy to announce that the contract with Andrew Berman has officially been completed. Now that this is down the Village's legal counsel can start working on the RFP for the Construction Manager. Ms. Faherty will be giving them a deadline of next Tuesday to have it done. Assuming it is done the BAC will plan to meet the following Thursday at 3:30pm to discuss.

Andrew Berman has contacted Ms. Faherty to set up a meeting with key library staff to go over some preliminary design concepts. This stage is officially known as design development and could take anywhere from four to six months.

Ms. Faherty will be asking for Andrew Berman to provide a more updated timeline now that the contract is complete, which will include more regular meetings. She will share it with the Board once she has received it. As of right now she was informed that Andrew Berman estimates they will not be breaking ground until the end of this year at the earliest.

7) Director's Report:

- a. *Building update:* For anyone who has not been to the library recently there has been a lot of moving around on the main floor. The bestseller collection shelves have been moved to provide better line of sight for staff, add a larger display section, and create a more open area for patrons. This move has seen more traffic in that area and patrons say they like the new look. Tables and seating areas have also been moved to improve social distance for people sitting in the library. The only complaint has been that some tables are further from outlets. This is something that is being worked on and will be discussed with the architect for the new building.

The elevator project from the CDBD grant is moving forward. The elevator has been out of commission since December 12th and is estimated to continue for a few more. The physical work is close to completion but proper inspections may take some time before it is fully operational. Any complaints about the elevator being down have been handled and there has been plenty of communication both in the building and online about the project. The improvements include a new modernized car with new lights and panels that do not require a key to function. As previously mentioned in the 2023 budget a new Verizon line and City Fire upgrades are needed to bring the elevator up to code. These are still waiting to be done.

As mentioned in previous meetings the Connett Building was being tested for asbestos and lead which were both found. The Village Engineer has been informed and because of the costs an RFP will need to go out for remediation of the asbestos and lead separately. Before this can be done Ms. Faherty is still waiting to hear back from the Village Clerk for permission to have all of the Village's stored files in the building discarded. This was not unexpected and the plan is to move forward with remediation as soon as possible. As of now it is not deemed safe to go into some rooms of the building as the asbestos was found to be airborne.

- b. *Programming and Services Update:* At the December special meeting the Board approved the hire of Adult Services Librarian Erica Dragonetti to oversee adult programming. She has been getting settled into the position well and been introduced to the community. Going forward the library is looking to provide an ESL program starting in the spring. Ms. Dragonetti has also been planning

crafting programs for older adults as well as looking into gaming programs. There has been a low turnout in recent years of older adults and Ms. Dragonetti and the rest of the library staff are working to turn that around.

i. **Borrowing procedures revision:** Ms. Faherty has recently been working with the Youth Services Librarian, Keisha Miller, to review the borrowing periods for teacher cards. As of now teachers can take books out for six weeks but Ms. Miller is looking to decrease that to three weeks. She is also looking to impose a limit to the amount of books that can be taken out at once to 30 books at a time. If there is an issue with these new procedures Ms. Miller is willing to work with the schools and teachers on a case-by-case basis. The last revision to be made is that private preschools will be allotted one card for the entire school as opposed to each teacher getting an individual card. This is strictly for private preschools and will not include private preschools that house public classrooms. This is all still being revised and no new policies have been put in place yet.

ii. **Copying cost:** As previously mentioned there has been an increase in paper costs. In order to offset this the cost for black and white prints will be increased from \$0.15 per page to \$0.25 per page. Color copies will remain the same at \$0.50 per page. This is still a competitive rate with other printing services offered by businesses in town. In terms of other libraries, Ms. Faherty reported that in her research costs were all over the board with some having it cost more and some offering free printing with a page limit.

c. *Unattended child policy:* Ms. Karp did briefly want to touch upon the conversation had in previous Board meetings about the unattended child policy revisions. Ms. Faherty said that her and Ms. Miller have been working to update it and are aiming to present their revisions at the February meeting. They both agree that having the legal language as it currently is, is good in order to have legal support in case of any incident. They are looking to create an abbreviated version to hand out as needed. Ms. Karp tabled the topic until the February meeting.

8) **Board composition:** Board member Diego Ribadeneira has stepped down from the board effective immediately. The Board expresses their appreciation for his service and time on the finance committee. There is now an open board seat. Ms. Karp said she was in conversation with a prospective candidate but will be accepting more for the next week or two. Board members are welcome to approach her with any names they would like to put forward. If there are any special skills members feel the Board is lacking, please let her know and she can look for it in potential new candidates.

9) Current and Upcoming: Next Board meeting is February 21st at 7:30pm.

10) The Board Meeting was adjourned at 8:58pm.

Respectfully submitted by Jenna Leis

