

Wenonah Free Public Library
Board Meeting Minutes October 7, 2020

Present: Jessica Doheny, Ellen Hummel, Carol Newman, Carol Murphy, Linda Helmbrecht, Deb Cline and Anne Zuber.
Absent Michelle Contarino.

Called to order: J. Doheny called the meeting to order at 7:07 pm at which time the Open Public Meeting Notice was read: ***In compliance with the Open Public Meetings Act of the State of New Jersey, notification of this meeting has been sent to The South Jersey Times and posted on our webpage and on the bulletin board in the Library.***

Read and approve

- Minutes from June 3, 2020 meeting were approved. (Motion by C. Newman/Seconded by C. Murphy/J. Doheny, D. Cline, C. Newman, C. Murphy and E. Hummel in favor. Linda Helmbrecht abstained.)
- Minutes from July 10 special meeting. Approval was tabled until November 4, 2020 meeting.
- Minutes from September 2, 2020 Meeting were approved. (Motion by C. Murphy/Seconded by D. Cline/All in favor.)
- Treasurers report: As of October 7, 2020, checking account balances was \$6,491.69 and savings account balance was \$28,529.97.
- The Board approved the September bills list. (Motion by D. Cline/Seconded by L. Helmbrecht/All in favor.)

Librarian Report

September 2020 stats: AF-144 ANF-20 JF-136 JNF-11 Vid-12 Aud-1 eBook/Audio Downloads-106 + JC/ILL 0
Total = 430 EDS – no data

Old Business

- LibraryLinkNJ estimates resumption of transit delivery system during October. Local LOGIN libraries have done transit book swaps several times during the transit shutdown to return books to their owning libraries. Future swaps are currently scheduled for 10/16/20 at Deptford library and 11/13/20 at RCSJ.
- Library landscaper, Sunsational Landscaping, informed Anne Z. that the outdoor lighting has been tampered with (unplugged) on multiple occasions. He suggested that we replace the existing outlet with a locking box. Tom Leonard Electric has quoted \$200. This has yet to be scheduled. Sunsational Landscaping also reported that the latches on several of the window well covers are damaged. Anne contacted Don Sayres, the handyman who built them, to see about repairs. He did not find anything wrong. Anne will ask Public Works to have a look. Library needs to identify another handyman.
- Outdoor storytime moved to Thursday mornings at 10:00 am in consideration of Wenonah Elementary School hybrid schedule. There was no interest in another session at the regular Wednesday 10:00 am time for children who are out of school for virtual lessons. Once the weather changes, we will need another plan for storytime.

New Business

- Anne reported that the capital reserve should be reviewed and the Library's Strategic Plan rewritten. This process was begun last year, but other challenges brought the process to a standstill. This should be handled ASAP to align with the results of the audit, which is due soon, and the requirement to complete the Proposed Transfer Form. Possible areas to address in the Strategic Plan include technology upgrades, upstairs lighting improvements, furniture purchases and detailed marketing plans.
- Anne consulted with our technology volunteer, Max Pozza, about technology upgrades. He recommends a new network laser printer and a change to our internet provider. Anne called Computer Solutions for an assessment of our technology needs. Awaiting contact from their consultant. There will be a fee for this.
- Anne is awaiting estimate from painting contractors for refinishing the front door before winter.
- Ron Zuber volunteered to repaint the front of the transit book drop box. Replacing it would have cost about \$3,000.
- Anne investigated sanitizing equipment for library materials. The American Library Association does not recommend UV light, which is reported to damage paper. Solicitations from companies selling UV sanitizing equipment for library books show prices ranging from \$5,599 for equipment the size of a microwave oven to UV wands for less than \$50.00. Local libraries are all quarantining books for between three days and a week.

- Anne registered Wenonah Library Trustees to attend the virtual Trustees Institute on October 19, 2020 from 9:00 am to 1:00 pm. All Trustees can attend with this registration, which would fulfill the annual training requirement for trustees.
- The Board approved the First Reading of **Resolution 2021-1**. (Motion by L. Helmbrecht/ Seconded by E. Hummel/All in favor.) In compliance with *N.J.S.A. 34:11-56a4 WAGE AND HOUR LAW* the minimum wage rate as of 1/1/2021 will be \$12 per hour for all part time employees in NJ. Wenonah Free Public Library Resolution 2021-1 provides new rates of pay for library employees. The total effect of the proposed rates has been calculated and falls within the budgeted Salary and Wage total.
- The board approved the First Reading of the Fiscal Year 2021 Wenonah Library Budget. (Motion by C. Newman/Seconded by D. Cline/All in favor.) Proposed Budget includes new line items for transit delivery fee, database service fee, sick leave fund reserve and deletion of exterminator expense.
- Library staff has suggested a change in hours, opening from 2:00 to 8:00 pm on Monday, Tuesday and Thursday, compared to current hours of 3:00 to 9:00 pm. This change would not alter the number of hours the Library is open.
- Jane Crocker, director of RCSJ (Rowan College at South Jersey) library investigated pricing to continue the EBSCO database agreement (formerly offered to the LOGIN consortium) for a limited number of libraries in our area that have shown significant usage by patrons. The price quoted for Wenonah Library is \$2,000. After factoring the consortium credit of \$500 due to its discontinuation of the service, the net annual cost for Wenonah Library would be \$1,500. Anne recommends budgeting for this service until another product is available through the consortium. Anne will do further research on the terms of this agreement.
- The Woman's Club has invited the Library to participate in its final Farmers Market event to benefit the Home and School Association of Wenonah and the Wenonah Library. The H&SA is planning a basket raffle and the Library is contributing three baskets: one for children, one for young adults and one for adults. Each basket includes some donated books, library promotional items and some purchased items and is valued at less than \$50.

J. Doheny adjourned the meeting at 8:38 pm.

Next meeting: January 6, 2021 at 7 pm.

2021 Meetings are as follows: 1/6/21 at 7 pm (Reorganization Meeting), 2/3/21, 3/3/21, 4/7/21, 5/5/21, 6/2/21, 8/4/21, 9/1/21, 10/6/21 and 11/3/21, all at 7 pm.