

Wenonah Free Public Library
Agenda Board Meeting 11-4-2020

Attendees: Michelle Contarino, Jessica Doheny, Ellen Hummel, Carol Newman, Carol Murphy, Deb Cline, Linda Helmbrecht, Anne Zuber

M. Contarino called the meeting to order at 7:04 p.m. at which time she read the Open Public Meeting Notice: *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

- The Board approved the minutes from the July 10, 2020 special meeting. Motion by J. Doheny/Seconded by C. Newman/J. Doheny, M. Contarino, C. Murphy and C. Newman in favor/D. Cline, L. Helmbrecht and E. Hummel abstained),
- The Board approved the minutes from the October meeting (Motion by J. Doheny/Seconded by L. Helmbrecht/ J. Doheny, C. Newman, C. Murphy, L. Helmbrecht and D. Cline in favor. M. Contarino and E. Hummel abstained.)
- Treasurers report: As of 11-4-2020, the checking account balance was \$4,494.20 and the savings account balance was \$28,530.22.
- The Board approved the October bills list (Motion by D. Cline/Seconded by J. Doheny/All in favor),

Librarian Report

October 2020 stats AF-161 ANF-30 JF-143 JNF-7 Vid-24 Aud-0 eBook/Audio Downloads-88 + JC/ILL 9
Total = 462 EDS – no data

Old Business

- Local LOGIN libraries have done transit book swaps several times during the shutdown to aid in having books returned to their owning libraries. Participation in the transit delivery system was set to begin the week of November 1, 2020, with holds being allowed by some libraries. Local libraries have agreed to quarantine books for four days. As of 11:00 am on November 4, 2020, Wenonah Library could begin doing holds.
- Capital reserve should be reviewed and **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 due back soon and the requirement to complete the Proposed Transfer Form. Possible areas to address include technology upgrades, upstairs lighting improvements, furniture purchases and detailed marketing plans. Board discussed working on the Strategic Plan as practical given the current Covid-19 situation.
- Anne consulted with technology help volunteer, Max Pozza, about technology upgrades. He recommends a new network laser printer and a change to the internet provider. Anne is awaiting a proposal from Comp Solutions for an assessment of the library's technology needs. Anne noted that we may want another quote depending on the amount of money. Carol Murphy will pass on vender information from the school.
- Anne is awaiting estimate from painting contractors for refinishing of front door before winter.
- The link for all trustees to attend the virtual **Trustees Institute** is still available.
<https://www.youtube.com/watch?v=R3HIoxc9mhk>
- The state library also shared these presentations from that webinar.
 - I'm a Library Trustee – Now What?
https://www.njstatelib.org/wp-content/uploads/2020/10/Im_a_library_trustee-now_what_Pavlak_Tumulty.pptx
 - Trends and Topics in Library Security and Safety: Keeping Staff and Patrons Protected in the New Normal
https://www.njstatelib.org/wp-content/uploads/2020/10/Library_Security_and_Safety_Steven_Albrecht.pptx
 - Employment Law in the Age of COVID-19
 - https://www.njstatelib.org/wp-content/uploads/2020/10/Employment_Law_in_the_Age_of_COVID19_Michael_Cerone.pptx

- Anne said she would update the link to the Library Policy on the website.
- The Board approved the second reading of the **Proposed Budget for FY2021**, which includes new line items for transit delivery fee, database service fee, sick leave fund reserve and deletion of exterminator expense. (Motion by C. Newman/Seconded by C. Murphy/All in favor,)
- The Board approved the second reading of **Resolution 2021-1** establishing new rates of pay for library staff for 2021. The total impact of these new rates has been calculated and still falls within the budgeted Salary and Wage total. (Motion by L. Helmbrecht/Seconded by J. Doheny/All in favor.)
- Staff suggested a change in open hours from 3-9 pm to 2 to 8 pm based on actual library traffic.
- Storytime during Covid-19 is held outside. Informal survey of participating so far shows they are happy to continue outdoors if weather permits.
- **EBSCO database agreement** previously offered to the LOGIN consortium has now been offered to a limited number of libraries that have shown significant patron usage. The price quoted for Wenonah Library is \$2000 with a consortium credit of \$500 bringing the annual cost to \$1500.00. The Ebsco representative to forward invoice and initiation instructions within 14 days.
- The final **Farmer's Market** event benefited the Home & School of Wenonah and Wenonah Library. The library contributed three baskets to the basket fundraiser, which yielded \$788 and \$394 will be forwarded to Friends of Wenonah Library. The Library acted as a collection point for the Baby Blue Rolling Kitchen "BBQ in a Bag" preorders for the final Farmer's Market. Friends of Wenonah Library collected \$1000 and will forward \$500 to Home and School of Wenonah. No word yet on the amount of any additional contribution from the Woman's Club. E. Hummel will write thank you notes to the Cooks and Woman's Club for these contributions.
- Anne placed an order with Wayfair for four chairs for the library main floor and the chairs arrived 11/3/20! The Board recommended that the existing table be moved downstairs to make room for the chairs.
- The Library will close early on Wednesday before Thanksgiving

New Business

- Museum of American Revolution pass costs \$200.
- Front door to be refinished within two weeks. M. Contarino to check with her handyman Charles Majesky to see if he is interested in doing work for the library.
- The roof will be inspected on 11/9/20.
- Anne is investigating Hoopla digital streaming service for audiobooks, music, videos and ebooks and is awaiting a written proposal. The verbal quote was \$1000 upfront (no platform fee), with actual usage debited from that amount. Hoopla will send Anne a trial login. This service can be cancelled at any time and library can set parameters, limits per person, etc. Anne says most of our local libraries offer it. Jess asked how those libraries promote it and Anne says the library can promote as little or as much as wanted.

M. Contarino adjourned the meeting at 8:30 pm

Next meeting, January 6, 2021 at 7:00

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.