

# Worth-Pinkham Memorial Library

## BOARD OF TRUSTEES MEETING

November 16, 2020 at 9:00pm

Meeting called to order at 7:30. G. Corsillo, H. Crowley, J. Mongelli, P. Crossley, D. Policastro, A. Harvey, L. Surz, H. Turk, D. Mardy and J. Clutterbuck in attendance. B. Jones joined as part of the public session.

1. Call to Order & Attendance in Accordance with the Open Public Meeting Act
2. Minutes of the 10/19/2020 -- Regular Board Meeting: H. Crowley moved to approve and H. Turk seconded the approval of the 10/19 board meeting minutes
3. Correspondence: No new correspondence to report
4. Public Session: Bill Jones offered to discuss the Board's concerns about billing and the trees. B. Jones offered that he does not wish to be combative. Re questions on regular billing - Jones stated that the way the board wishes to have the information delivered, is not the way the boro receives the information. Mayor and council wish to work cooperatively with the board. Jones recognizes that the library board may need to outsource some services and the boro will work towards that with us. The one thing we can't outsource is the payroll. The boro picks up the pension contributions to payroll; the boro charges the library board for only the last two. The other two - which do not come as a line item, are built into other charges.

D. Mardy asked for clarification on pension. Jones clarified (public employees PERS includes library personnel. Teachers and Police/Fire are separate. The contributions that the boro pays for pension of library employees is paid by town, not state. D. Mardy fleshed out that the boro keeps paying a contribution for every boro employee who receives a pension until that employee dies. Jones said that is his understanding.

Jones says he has been working hard to make this as fair as possible and to show that the mayor and council is trying to work collaboratively. The boro requests that we acknowledge that we value everything that the boro does, because he can't pick and choose.

J. Clutterbuck wishes to know if the library's collections are insured. Jones said indeed they are; we have separate riders - for even the dolls - but we don't know exactly for how much. Jones says the books are insured. H. Turk wishes to know if we are insured for replacement. Jones is not sure, but will look into it and let us know. Jones explained, however, that the JIF will cover everything in the building per the information given on the recovery.

H. Turk asked for clarification on the town owning 5 buildings, and the library getting assessed 5% of the total. Jones indicated that his math has been to the detriment of the boro if he was unable to quantify something.

J. Mongelli indicated that we would look things over and reach out with additional questions.

Jones thought we were only tabling the tree bill. Didn't realize we were tabling the other assessments. If there are questions, Jones would like to resolve those shortly. A payment to board will be processed at the next council meeting.

H. Turk revisits the tree bill. Would like clarification on how trees that are on the third lot are attributed to the library, rather than just vacant land owned by the town. Jones is operating on historically what the board has paid for. The town got hit with unanticipated storm damage and revenue loss. Jones wishes for the board to pay it - understanding that it is in dispute - and if FEMA money is returned then we would. Jones indicated that there is not yet a FEMA claim in. Submitting it would be the town's responsibility. Should FEMA reimburse and the library pay, then the board would get that money back. J. Krop and J. Citro are aware and would reimburse the library board; it is often a year or two later. Jones indicated that if this land isn't ours, we had no right to expand on it. J. Clutterbuck stated that we weren't using it. J. Mongelli clarified that none of the land belongs to the library. H. Turk reads the legal language in an attempt to clarify. Jones stated in the spirit of cooperation if we paid, it would be helpful as boro got hit hard this year because if we were comfortable enough to expand on it, then we could pay for damage to it. The deadline for paying the bill is unclear; legally they are supposed to pay every bill within 60 days or they pay interest. J. Clutterbuck asked when FEMA reimbursement claim needed to be submitted. Jones did not know, but did state that FEMA pays 75% of what they accept - and they usually accept what we submit. J. Hanlon handles this for HHK. D. Mardy indicated that the school's experience has been different - the school does not get back what they put in. FEMA doesn't give school 75% back. Jones doesn't want to argue over FEMA rules. Jones stated that the boro will pay the bill. They will come out with an official move forward for January 1 for how it is going to be with the governing body on who is responsible for what re: the property and facility and everything else. It is easier and the path of lesser resistance for the boro to pay the bill. J. Mongelli clarified that this would have to be more of a conversation than happening in a vacuum. H. Turk says that he isn't even sure that the boro has to do it, but Jones indicated that it isn't necessary to discuss it any further.

Re: general billing, H. Turk reiterates that past precedent is not necessarily the best path. Jones states that there is no holdback. Payments will be made in the second month going forward. Taxes are paid in the middle month of each quarter and so that is when the boro will pay the library. The boro will follow the law and pay as they have to - but it will be in the second month of the quarter (Feb, May, Aug, Nov).

C. Richards stated that the Friends of the Library was healthy,

J. Clutterbuck moved to close and H. Crowley seconded closing public session.

5. President's Report: None
6. Vice President's Report: None
7. Treasurer's Report:
  - a. 168,931.99 in both accounts
  - b. Bills list - deferring payment of 9k for tree work
  - c. Operating bank account - most routine. The 1600 bill to BCCLS is from an iPad. Leann Surz moved to approve and D. Mardy seconded the approval of the bills list
  - d. Projected and Actual Budget are on target
  - e. Page 7 of the board packet outlines some budget line transfers - this is really more housekeeping and these are a result of changes in spending because of pandemic. It is really to explain the pandemic abnormalities; the overall bottom lines remain on target.
  - f. G. Corsillo revisits the pension discussion from above. Unless this has changed from 2020, the PERS payments are based on the second quarter of 2 years prior - which is why we are paying for employees no longer on the payroll. There is just a lag. Right now we are paying for employees no longer on the payroll. It is not a perpetual thing.
8. Secretary's Report: None
9. Director's Report:
  - a. Circulation continues to do well. Although the library isn't as busy as normal for programming, people are still coming in to select or pick up materials.
  - b. G.Corsillo is working on a draft of the 2021 budget and hopes to have it as complete as possible so there will be institutional memory.
  - c. Programming goes well and remains all virtual and of the take home variety. There will be some new limitations come January for the adult take home crafts because demand is higher than what we can offer re: supplies. First round will be to limit to townspeople, and then after a certain amount of time/space we will open it back up to out of towners. Larger, Zoom activities will not be impacted.
  - d. Facilities: DPW repaired leak in ceiling in children's room, but it became worse. Last significant rainstorm brought many many new leaks in that room. The only repair we can come up with at this point is a tarp on the roof. This roof is from prior to 1984. This will need to be addressed as soon as possible.
  - e. Grant: We were not selected for the grant. Second round, Spring of 2021. If it is the will of the board, the same application can be resubmitted. L. Surz asks if we would have a better chance if we put more of an emphasis on it being handicapped accessible. State has said they will not answer any questions about awarding until after all award letters have gone out. G. Corsillo doesn't think it can hurt to drive that home, and G.C. is surprised they didn't recognize our need for the ADA more. G.C. reports that a good number of the awards went

to the towns who are very involved at the state level. The second round will be for significantly less money. This decision was/will be made by committee. Winners must be approved by the legislature.

- f. G.Corsillo thanks everyone and looks forward to tying up outstanding issues before she leaves.
10. Council Liaison: Dane Policastro - thanks B. Jones, wishes everyone good health as we enter this spike, and thanks to Gretchen
11. School Liaison: D. Mardy - wishes everyone a happy Thanksgiving and hopes everyone stays safe. HHK closed by choice, not because of board of health. Cases that have come up have not had anything to do with transmission through school. School is finding that most of the cases are coming from travel sports with middle schoolers, or family members having it and passing it along to children. One of the school's highlights every year is the veterans' celebration and it went on virtually. Phase 3 begins right after Thanksgiving. It is really day by day. D. Mardy congratulates G.Corsillo and how she grew the programs and community. The school specifically, thanks Gretchen for that.
12. Youth Services Report: Circulation numbers for juvenile materials are on the way up. A. Harvey has been communicating more with parents about book suggestions. Story times are getting lots of views. Take home activities are popular. In October a local picture book author recorded a reading and library posted it on FB. A. Harvey is looking to pre-plan programming through the new year with G. Corsillo departure. Next year's summer reading program planning kicks off in December.
13. Committee Reports
  - a. Personnel: H.Turk - G. Corsillo will be moving to Rutherford - in all ways an opportunity. HHK has been lucky to have her as our librarian. She has brought leadership and is a great library director. The conversation of replacing her must begin. Under state law, a town of our size does not require a library director to have an MLS, but BCCLS does. BCCLS is a critical part of our success and so we would do well to hire a director with an MLS. Our best bet may be to look at a rising assistant, or an existing director looking to downsize. BCCLS has an advertising arm. Resumes that come in will be reviewed by personnel committee, schedule interviews, take input from anyone on board who wants to sit in, and then we would decide from that pool. Until we get a director, we need an interim. That person does not require an MLS, but needs to be capable of running the library. A. Harvey has an MLS and could do the interim job. If that doesn't come to fruition, then we would have to take an ad. If it takes longer than through 12/4/2020 to find an interim than the library will have to operate just on essentials.
  - b. Finance: We do need to resolve the question of who pays for what - the board or the boro. In particular, the roof will need to be addressed.
  - c. Library Strategic Plan: None
  - d. Sub-Committee/Title Search: None
  - e. Policies and Procedures: None
  - f. Building and Grounds: We might begin to look for estimates for a roof. Some of the leaks are leaking into lights. This will need to go out for bid. D. Mardy can

recommend someone really good with repairing. The school has to get quotes; schools have to take lowest responsible bid. L. Suez asks D. Policastro if the boro has anyone. B. Jones indicates that boro doesn't handle big roofing things. The bid threshold applies to all public entities. 42.5K with a QPA, but Jones isn't sure if it applies to the library. Jones will check with J. Pattman to see if there are any roofers that the boro has had a good experience with. H. Turk asks if this is a capital expense. Jones says yes we can take it from Capital.

- g. Friends - W. O'Keefe will wait until the end of 2020 to step down. The CC of HHK may be a good place to look for a replacement.

#### 14. Old Business

- a. Reopening: G. Corsillo wanted to add that due to rising COVID-19 numbers, the library is restricting computer use. The next step will be to go back to curbside pickup. In the entire time we've been open, there has not been a time when we've hit capacity. Library not bound by limit of 10.

#### 15. New Business

Motion to go to closed session made by J. Mongelli and seconded by H. Turk to discuss personnel.

As chairman of the personnel committee, H. Turk moves to place an ad in the BCCLS website employment list looking to hire a replacement permanent library director for 80,000 per year to start as soon as possible. And to hire A. Harvey as an interim director at an increase of 265\$ per paycheck, and to approve a salary increase for G. Corsillo for 3,000/year effective March 1, 2020 retroactively. C. Richards seconded. All in favor.

J. Mongelli moves to hire and L. Surz seconds hiring M. Cerone at the cost of 200\$/hour.

Next meeting scheduled for 12/21/2020 via Zoom.

L. Surz moved to and J. Mongelli seconded adjourning. Meeting adjourned at 9:25PM