

Worth Pinkham Memorial Library
Board of Trustees Meeting
April 20, 2020
7:30 PM
Minutes

1. Call to Order & Attendance in Accordance with the Open Public Meeting Act. Meeting was called to order at 7:38PM. G. Corsillo, C. Richards, J. Clutterbuck, L. Surz, A. Harvey, J. Mongelli, D. Mardy, P. Crossley are in attendance. H. Turk joined at 8:05 PM. D. Policastro, H. Crowley are not in attendance.
2. Approval of Minutes - J. Clutterbuck moved to approve and P. Crossley seconded the approval of the minutes. All approved
3. No Public Session today
4. Correspondence - None
5. President's Report - J. Mongelli
 - a. J.M. collaborating with a former partner to create product for possible use with Friends and the Library. The theme is a ticket.
6. Vice President's Report - None
7. Treasurer's Report - G. Corsillo:
 - a. The Capital Account balance \$80,493.76
 - b. The Operating Account balance is \$32,890.51. This does reflect the first quarter payment from the borough which we received in early March. We are expecting the second quarter payment after their meeting in April
 - c. Bills List - it is currently the bank resolution that we have two signatures. To keep everyone safe, G.C. has the checks with her and the bank has said that is a best practice that is under our control. Due to the extenuating circumstances, we will have one signatory. The total for the bills list is: \$13,396.94. This is higher than normal because it includes the quarterly BCCLS bill. D. Mardy moves to and L. Surz seconds the approval of the bills list.
8. Secretary's Report - None
9. Director's Report: G. Corsillo
 - a. The traffic and circulation numbers reflect the first half of the month only, due to COVID closures. Interestingly, we were only down 23% over last year. The final two days prior to closing, were the busiest ever. Since the closure, the digital numbers are up considerably. G.Corsillo is working to build those resources. Since we will be under budget with programming, some of the money can be reallocated from programming to eresources. TumbleBooks and TumbleMath (two children's platforms) are free through the end of the summer from the provider.
 - b. Facilities - we remain closed, and our reopening is contingent upon Gov. Murphy. Limited staff is in and out of library. HHK DPW is there every day to check the building. Library flag is at half mast. Staff is working remotely. G.C. is assigning behind the scenes organizational and streamlining tasks that ordinarily gets lost

in the shuffle; this is a good opportunity to take stock. Everyone being paid for regular hours. G.C. has advised that if working from home becomes problematic, they can take various forms of their time.

- c. Grant deadline has been extended until June 5, 2020. Arch. portion is done and he has submitted to G.C. and grant writer. Grant writer is over 50% complete with her portion. G.C. is in regular touch with her and also with D. Policastro regarding the grant.
- d. Programming is moving virtual for now.
- e. Library employing social media and email blast to stay in touch with patrons. G.C. has added a live chat function to answer questions; this goes right to G.C.'s cell phone. Temporary virtual cards have been offered. Currently using the honor system that patrons live in HHK. This gives access to ecollections as well as state platforms.
- f. Library launching a local history project re: COVID 19. The vision is to collect patron's stories of quarantine life. First person narratives and photos welcome. The plan is to self publish a book. Possibly offer for sale as a fundraiser. D. Mardy suggests this can be linked to the school's efforts and will speak to Assistant Principal about using some of the stories and primary sources coming into the school.
- g. Expenses - J. Clutterbuck asked if there are any expenses we can cut back on. G.C. reports no expenditures on programming, The Bergen Record has been suspended. The NYT and WSJ cancellations are problematic since the subscriptions are in EBSCO's name. Book order payments have been suspended until orders ship.
- h. G.Corsillo has purchased a year long Zoom subscription. Zoom meetings are permissible so long as the link has been published. In this forum, you do not need to notify the newspapers.

Children's Programming - A Harvey

- i. Working on taking programs virtual including a virtual children's book club. The first text is *The Tale of Despereaux*. Books available on various platforms for free. Kids read the first 5 chapters and A.H. held a blog. The plan is to continue this even after stay at home is lifted.
- j. Filming various story times on Wednesdays - A. Harvey is doing the same things she would ordinarily do if children are present. A. Harvey reports a struggle with publishing companies and the rights to read the stories. The work around for now is to post on FaceBook and take them all down after stay at home orders lifted. At the moment, videos are getting between 100-200 hits each and several shares.
- k. A.H. collaborating with other children's librarians (local and non) to solve for how to modify the summer reading program. Current struggle is addressing the performers and their fees. Some will translate better than others to virtual programming.

- I. Regarding photo permission, these waivers are built in to program permission slips.
- m.

10. Council Liason: None

11. School Liaison - D. Mardy:

- a. The school is using virtual meetings
- b. D. Mardy wonders if there is an opportunity for A. Harvey to work with particular grade levels (maybe start with K-5) and brainstorm ideas for how to connect. Combining the library and the school will be nice way to build community. A. Harvey has offered to call into a class. Usually kindergartners come to the library end of May, beginning of June. Perhaps we look to connect with them at that time. Could older and younger students read to each other. This will serve teen volunteers and children.
- c. One of the silver linings will be promoting the different opportunities and resources the library has

12. Committee Reports - None

13. Old Business

- a. Update on COVID-19: Library will reopen when Gov. Murphy gives the all clear. Friends has not met. The state library held a webinar with the library attorney to discuss the 1/3M law. At least the 1/3 of a mil. Will continue to be paid to the library as long as taxes are collected. Because we are funded at the 1/3 M, we are at an advantage. This looks protected for the remainder of the year. The construction funds for the state grand have not been discussed. The state has not released any further correspondence on this issue other than moving the deadline to June 5th. D. Mardy reports that there will be a lot of unknowns regarding state funds. The fiscal year for the state has been extended.
- b. Update on Construction Bond Grant application:

14. New Business - None

H. Turk moves to close and J. Clutterbuck seconds the adjournment of the meeting at 8:30PM.
All approved.

Next Meeting: May 18, 2020