

## Worth-Pinkham Memorial Library

### BOARD OF TRUSTEES MEETING

June 15, 2020 *Via Zoom*

Minutes

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act at 7:35pm. John Mongelli, Hugh Turk, Herman Crowley, Jeff Clutterbuck, Leann Surz, Diane Mardy, Gretchen Corsillo, and Alyssa Harvey were in attendance. Caroline Richards, Patricia Crossley, and Dane Policastro were not in attendance.

2. Minutes of May 18, 2020 Regular Meeting – Jeff moved to approve. Seconded by Hugh.

3. Public Session

No public in attendance

4. Correspondence

None

5. President's Report

John Mongelli

None

6. Vice President's Report

Hugh Turk

None

7. Treasurer's Report

Herman Crowley

Capital Account: \$76,576.45

Operating Account: \$104,606.21

Total: \$181,182.66

Our second quarter funding check in the amount of \$45,989.63 from the Borough has been received and is reflected in this month's operating account balance.

June's bills list totals \$5,714.19, all from the operating account. The bills list was approved on a motion by Diane and seconded by Leann. All in favor. Gretchen will sign and mail the checks because the library is still not open. Once the building is open, Herman will come in and sign the vouchers from April, May, and June, as those meetings were held virtually.

Jeff made a motion to allow Gretchen and Herman to pay the routine July and August bills because the board does not meet over the summer. These bills list will be approved in September. Hugh seconded. All in favor.

The budget vs. actual and utility expense reports were reviewed and are in line with where they should be. Gretchen continues to work with John Hanlon to submit pandemic-related expenses for potential FEMA reimbursement.

8. Secretary's Report Caroline Richards

None

9. Director's Report Gretchen Corsillo

May circulation was primarily eBCCLS and Hoopla due to the library being closed. Digital usage remains very high, and residents continue to apply for library cards online to use these services.

Gretchen and Barbara have been working with the library's auditor, who is conducting the 2019 audit from home. A draft of the final report is expected in the next few weeks.

All programs continue virtually and have been well-received. The library's Zoom license allows for up to 100 attendees per event, and registration rates have been high. This reiterates the fact that our current physical infrastructure is insufficient for meeting programming demand under normal in-person circumstances.

Gretchen attended a virtual town hall with Governor Murphy's office on Friday, June 12. Earlier that day, the Governor announced that libraries would be permitted to open for curbside services on Monday, June 15. This announcement does not provide enough lead time for a June 15 opening, but curbside services will begin next Monday, June 22. A limited crew of staff members will return to the building this week to prepare for these services. BCCLS delivery resumed on June 8, and a virtual staff meeting was held on May 26 to go over reopening procedures.

A new security alarm system was installed on June 8 after the old system died. There was a flood in the basement in late May. DPW made the necessary repairs, and all plumbing systems are now in working order. In preparation for reopening, a deep cleaning of carpets and tile floors was conducted by an outside vendor on May 26.

Alyssa provided an overview of this year's virtual Summer Reading program, which began today.

10. Council Liaison

Dane Policastro, Councilman

None

11. School Liaison

Diane Mardy, Superintendent

The school year is winding down virtually. The kindergartners were pleased with their virtual visit from Miss Alyssa.

12. Committee Reports:

A. Personnel Committee-

None

B. Finance Committee-

None

C. Library Strategic Plan-

None

D. Sub-Committee –

a. Title Search Committee-

None

E. Policies and Procedures Committee

None

F. Building and Grounds-

None

G. Friends of the Library-

None

13. Old Business-

Library will reopen for curbside services on Monday, June 22. Pickups will be available in the lobby. This service is restricted to HHK residents only.

14. New Business-

None

Date of next meeting September 21, 2020.

Adjournment 8:15pm on a motion by Jeff. Seconded by Herman. All in favor.