

MOUNT ARLINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
December 8, 2020

Call To Order

Meeting was called to order at 7:08 pm.

Members Present

Jack Delaney, Mayor's Alternate, Tina Mayer, Library Director, John Driscoll, Sheila Studint, Ana Van den Hende, Anna Travers, Mayor Mike Stanzilis, Lisa McQuade, Monica Rowland, School Superintendent, Nita Galate and Jackie Coy.

Approval of the Minutes

Motion to approve the minutes of the October 13, 2020 Library Board of Trustees Meeting stayed.

Financial Reports/ Bill Lists/ Statistics

Motion to approve the December 2020 Bill List. December 2020 Bill List approved.

John Driscoll advises that we will have to sit down with the Borough Finance Committee. If resolution is passed, we would receive a smaller refund from the Borough in January but it will not affect the end balance of \$38,000 for the library budget.

Library Director's Report

No report tonight, Director working on all other bills.

Library has been physically open since 9/8/2020.

380 patrons for the month of October. Since 10/15, 402 patrons checked out items.

For November, 379 patrons, 833 items checked out.

Dover, Jefferson, and Wharton residents frequent the Mt. Arlington Library.

Committee Reports

Policy Committee-policy and procedure manual still in draft form-trying to finalize. It will not be a manual but a document.

Personnel Committee-evaluation sent to the Library Director to do a self-evaluation.

Nominating Committee-no new reports, per bylaws committee recommends nominations for officers.

Finance Committee- covered earlier in the meeting.

Program Committee- no new reports. Writer's Forum held every month, Virtual Storytime held every Thursday promoting seasonal themes and prizes given to the Storytime children. Tracking the circulation of books checked out based on themes used in Storytime. No limit on the number of books that children may check out but children not permitted to take out DVDs. Book Club meets twice a month. Ana Van den Hende recommends the Program Committee meet.

Jackie Coy advises Reorganization Meeting is usually held the same date as the January Board Meeting.

Unfinished Business

November Bill list approved.

New Business

Corrections to minutes for the year.

July, August, September, October bill list revisions document.

7/14/20 Meeting-no July bill list was listed in the minutes but the July Bill List was approved by the Board at the meeting.

August Meeting was not held but bills were approved by the Board via email.

9/8/20 meeting- the September bill list is approved but the minutes inaccurately reflect the August bill list is approved.

10/13/20 meeting- the October bill list is approved but the minutes inaccurately reflect the September bill list is approved in the minutes.

Motion to approve revisions in minutes, roll call, all approve except Nita Galate abstains.

Resolution for 2% salary increase for employees retroactive to January 2020

Sheila Student wants resolution to state "current employees".

Motion to approve the resolution with language to be revised to state "current employees", motion approved.

Meeting dates for 2021 - Director has to publish before January.

Approve January 12, 2021 date for Reorganization Meeting. At Reorganization Meeting, the Board will approve the rest of the 2021 dates.

Jackie Coy advises that there will be 2 meetings on 1/12/21, first the Reorganization Meeting, the meeting will be adjourned and then the January Board Meeting will be held.

Motion for 1/12/21 meeting to hold the Reorganization Meeting and the January Board Meeting approved. Meeting notice will be published.

Holiday Closure Dates- Ana Van den Hende advises that the Library holidays must conform with the Borough holidays. Motion for the Library to have conforming holidays as Borough holidays.

The Department of Works is open on the Saturday before Labor Day.

Sheila Studint states that she does not think the library should be closed the Saturday before Labor Day.

Floating holiday will have to be approved by the supervisor so not everyone would be able to take off the Saturday before Labor Day.

Motion to Conform Library holiday schedule to Borough Library. Library will have 11 ½ holidays and 1 floating holiday.

Monica Rowland comments that library employees will lose a holiday.

Ana Van Den Hende comments that the Saturday before Labor Day holiday was approved prior to library employees obtaining benefits and vacation days and pay rates have been increased.

Ana van den Hende states that the Library must conform to Borough holiday schedule.

Sheila Studint commets that the library was open, in the past ,until 8pm on New Year's Eve. Proposed Library Holidays for 2021- 1/1, 2/15, 4/2, 5/31, 7/5, 9/6, 10/11, 11/11, 11/25, 11/26, 12/24 (½ day) 12/25, 1/1/22 and a floating holiday.

For the floating holiday, there must be enough personnel to run the library. Director will approve employees for the floating holiday to insure there is sufficient staff to run the library.

Motion to conform Library Holidays to Borough Holidays approved by all Board members.

Public Portion

No comment.

Ana van den Hende commends the Board and Director for their hard work this year.

Sheila Studint, on behalf of the Board, thanks Ana van den Hende for all her hard work this year.

Adjourn

Meeting adjourned at 8:36 p.m.

Respectfully submitted by Lisa McQuade, Secretary.

Minutes Approved at the 1/12/21 meeting of the Library Board of Trustees.