

LEONIA PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

June 14, 2023

1. **Call to Order and Open Meeting Statement** – Announcement of Compliance with Open Public Meeting Law - 7:35 PM
2. **Attendance** – Besides the Trustees listed below, Library Director Elysse Fink was in attendance.

| | Present | Absent |
|------------------------|---------|--------|
| Ms. Boyd | X | |
| Ms. Carillo | X | |
| Ms. Heveran | | X |
| Dr. Karamanos | X | |
| Ms. Kim | X | |
| Ms. Park | X | |
| Ms. Tausner | X | |
| Mr. Wilds | X | |
| Dr. Zeigler | | X |
| Councilman Hesterbrink | X | |

3. Approval of Meeting Minutes

a. Meeting - May 10, 2023

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | | X | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |
| Ms. Kim | | | X | | |
| Ms. Park | X | | X | | |
| Ms. Tausner | | | X | | |
| Mr. Wilds | | | X | | |
| Dr. Zeigler | | | | | |

b. Closed Session - May 10, 2023

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | X | | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |

| | | | | | |
|-------------|--|---|---|--|--|
| Ms. Kim | | X | X | | |
| Ms. Park | | | X | | |
| Ms. Tausner | | | X | | |
| Mr. Wilds | | | X | | |
| Dr. Zeigler | | | | | |

4. Financial Report

- a. Budget Report – Ms. Fink reported that the Library received its quarterly disbursement and the remainder of the previous disbursement from the Borough on June 1.
 - i. Annual Appeal – Ms. Fink informed the Board that we have received \$14,458 as of today.
- b. Approval of Bills for Payment – Ms. Fink noted that we are heavy on the meetings & conferences line and collection development this month. She also told the Board that the new ESL instructor has started and that Michael Zamora has begun working on the Local History Collection for the summer (the latter is being paid from donations).

Motion to approve the Bills List for payment:

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | | | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |
| Ms. Kim | | X | X | | |
| Ms. Park | | | X | | |
| Ms. Tausner | X | | X | | |
| Mr. Wilds | | | X | | |
| Dr. Zeigler | | | | | |

5. Director's Report

- a. Monthly Statistics - Ms. Fink informed the Board that the statistics now contain Hoopla borrows. She also noted that there was heavy usage of museum passes in the past month.
- b. Program Highlights Head of Youth Services Carolyn Kosten continued class visits at ACS, reaching 170 students in May. 62 people attended Drag Story Hour. Ms. Boyd and Ms. Kim helped staff the Library table for Leonia Day, where attendees made 100 sensory snow globe bottles and other crafts.

6. Committee Reports

- a. Finance Committee The Committee met to discuss various topics, including the budget, bills, the Annual Appeal, and the phone system. The Committee also discussed buying new chairs for the Library staff lounge and approved the purchase of four chairs from IKEA at \$80 each.
- b. Personnel Committee The Committee did not meet.
- c. Policy & Procedures Committee The Committee met to discuss one new and one updated policy.

- i. Approve Remote Work Policy – Ms. Fink polled other libraries regarding remote work and thinks that the revised version fills in the holes that were noted at the last Board meeting. The Board discussed various aspects of the draft policy.

Motion to approve Remote Work Policy:

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | | | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |
| Ms. Kim | X | | X | | |
| Ms. Park | | | X | | |
| Ms. Tausner | | | X | | |
| Mr. Wilds | | X | X | | |
| Dr. Zeigler | | | | | |

- ii. Approve Computer & Internet Policy - The goal of the new policy is to combine three existing policies into one updated document. Ms. Fink explained that the Committee borrowed some language from the Leonia Board of Education policy regarding appropriate computer and Internet usage. She also noted that while the ALA says you cannot restrict Internet access, you can provide guidelines for local community standards and socially acceptable material. The Board discussed adding a provision regarding guest usage of computers and clarifying provisions regarding the use of computers by children. Motion to approve Computer & Internet Policy as amended:

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | X | | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |
| Ms. Kim | | X | X | | |
| Ms. Park | | | X | | |
| Ms. Tausner | | | X | | |
| Mr. Wilds | | | X | | |
| Dr. Zeigler | | | | | |

- d. Strategic Planning Committee The Committee did not meet.

7. **Correspondence** – None.

8. **Unfinished Business** – None.

9. **New Business**

- a. Blink Voice Adoption – Bookkeeper/Administrative Assistant Jeremy Doyle found a service used by other BCCLS libraries and calculated that it would save us \$3,000 per year compared to the cost of Comtex (a service with which we have also been unhappy for some time). If we change over to Blink now, we will be under budget for the Internet & Phone line for the year. In response to a question from Dr. Karamanos, Ms. Fink said that New Milford has been very happy with Blink. She also said that Blink integrates well with BCCLS and also works with a lot of local governments. Throughout multiple discussions, Ms. Fink and Mr. Doyle found them to be very knowledgeable.

Motion to adopt Blink Voice:

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | | | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |
| Ms. Kim | | | X | | |
| Ms. Park | X | | X | | |
| Ms. Tausner | | | X | | |
| Mr. Wilds | | X | X | | |
| Dr. Zeigler | | | | | |

10. Council Liaison’s Report – Councilman Hesterbrink reported that the Borough has hired a new CFO, He explained that the current hot topic of discussion is planning, especially since the M&C and Planning Board have been sued by a developer. This led to a discussion with the Library Trustees regarding the process for the Borough’s redevelopment plan.

11. Citizen’s Portion of the Meeting – Seeing none present, Ms. Boyd closed the citizen’s portion of the meeting.

12. Adjournment - 8:40 PM

| | Moved | Seconded | Yes | No | Abstain |
|---------------|-------|----------|-----|----|---------|
| Ms. Boyd | | | X | | |
| Ms. Carillo | X | | X | | |
| Ms. Heveran | | | | | |
| Dr. Karamanos | | | X | | |
| Ms. Kim | | | X | | |
| Ms. Park | | | X | | |
| Ms. Tausner | | | X | | |
| Mr. Wilds | | X | X | | |
| Dr. Zeigler | | | | | |

Respectfully submitted,

Diane Tausner
Secretary