



Harborfields PUBLIC LIBRARY

**Board of Trustees
Regular Meeting
July 23, 2020 @ 10:00 a.m.**

Board Members Present: Joyce Hilgeman, Ph.D., President
 Ellen Rieger, Vice President
 Jenny Shore, Secretary
 David Clemens, Trustee

Director: Carol Albano

Assistant Director: Ryan Athanas

Absent: Renee Boyer, Finance Officer
 Cristina Spinelli, Treasurer

PLEDGE OF ALLEGIANCE

The meeting was called to order at 10:05 a.m. by Dr. Hilgeman, President.

PUBLIC PARTICIPATION

There were no community members in attendance.

CALL FOR NEW BUSINESS

There was no new business added to the agenda.

APPROVAL OF MINUTES

Motion by Mr. Clemens to approve the minutes of the regular meeting of June 25, 2020, as presented.

Second, Mrs. Shore. AYES: ALL. Motion carried.

Motion by Mr. Clemens to approve the minutes of the Annual Reorganization Meeting of July 9, 2020, as presented.

Second, Mrs. Shore. AYES: ALL. Motion carried.

FINANCIAL REPORTS

Motion by Mrs. Shore to approve the financial reports for the period ended June 30, 2020, as presented.

Second, Mr. Clemens. AYES: ALL. Motion carried.

Motion by Mrs. Shore to approve the payment of the following Warrants for the period ended July 25, 2020;

Supplemental Warrant, dated June 30, 2020, in the amount of \$185,354.30, as presented.

Warrant 7-20-1 \$ 2,283.39 (Approved at Reorg 7/9/20)

Warrant 7-20-2 \$ 209,535.53 (*Revised)

Second, Mr. Clemens. AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements & warrants through July 23, 2020, the bank statements through June 30, 2020, and the payroll records for July 10 and July 24, 2020.

*The new ACH (Direct) Deposits offered to our retirees for their quarterly Medicare reimbursements presented a few problems. One retiree's account would not accept Federal Wire Transfers, so this required the issuance of a check. Additionally, we are not set-up to make wire transfers from our Accounts Payable bank account, so these wires were drawn directly from our General Fund. As such, the transfer from the General Fund to Accounts Payable, to cover Warrant 7-20-2, was reduced accordingly. No payment amounts or payees originally presented to the Board, and approved at the meeting, were changed. The total of all payments made from the General Fund & Accounts Payable is still \$209,535.53.

DIRECTOR'S REPORT

- Mrs. Albano deferred to her written report but added that there have been no complaints from our patrons regarding the current limitations due to social distancing mandates inside the library. Teen'Scape has been quieter than usual, but the teens that are here are respecting the rules and are happy to be back at the library.
- Mrs. Albano also noted that we are currently at the mid-point of our Annual Summer Reading Club schedule and patrons are grateful that the library opted to distribute prizes for participation via curbside delivery instead of making them enter the building to collect them.
- We currently have two employees taking advantage of the Families First Coronavirus Relief Act. This law, which went into effect on March 18, 2020, allows for up to 12 weeks of paid leave, at 2/3 the rate of regular pay, between April 1, 2020 and December 31, 2020.



ASSISTANT DIRECTOR'S REPORT

- Mr. Athanas discussed the work that has been going into the completion of the Library's new website and specifically thanked Sarah Schnepf, Susan Hope and Jenn Handler for their contributions. He has asked the staff to make suggestions and to provide feedback while moving forward with the project.
- There are currently many provisions which were made within the building in order to promote social distancing. This was not just in patron areas, but in staff areas as well. One current concern is the close-quarters behind the Circulation desk, but we are discussing making some changes. We have also been able to provide the Reference Staff with the ability to remote-in to patron computers so that they can remain behind the barrier at the desk. This allows for the patrons to feel more comfortable as well.
- Although the building has not been as busy as it has in past summers, we are still seeing a steady flow of patrons into the building, and many patrons have been taking advantage of the Notary Public service offered by Jenn Handler.
- Two groups are currently utilizing the Community Rooms. In preparation for the coming election in November, the Board of Elections has been training workers for the vote, and the Census Bureau, working under a tight deadline, is also conducting training for census takers. Although we are greatly limiting the number of people these groups can train during each session, and are restricting their access to certain entrances/exits, they are grateful for the ability to use the library.
- In preparation for the Presidential election in November, we would like to include some information and instructions in the November 2020 newsletter for community members who are assigned to vote at the library. Since parking may be an issue, as well as the potential issues with maintaining social distancing and cleaning protocols, we would like to establish some guidelines in advance. We will revisit this topic in September, at which time we will propose some ideas as to how we can successfully accommodate this important event.

STATISTICS

The Board discussed the monthly Statistics Report.

DEPARTMENTAL REPORTS

The Board discussed the Departmental Reports.

PERSONNEL REPORT

The Board discussed the Personnel Report dated July 23, 2020.

Motion by Mr. Clemens to accept the resignation letter from Tyler Caputo dated May 29, 2020, and the Personnel Report dated July 23, 2020, as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

CORRESPONDENCE

There was no correspondence this month.

OLD BUSINESS

TUTORING POLICY

The Board reviewed and discussed the proposed Tutoring Policy.

Motion by Mr. Clemens to adopt the new Tutoring Policy, effective July 23, 2020, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

ANNUAL TREASURER'S AGREEMENT

The signing of the Annual Treasurer's Agreement was tabled at the Annual Reorganization Meeting on July 9, 2020, as the agreement had not been reviewed by our attorney in many years and required some minor revisions.

Motion by Mrs. Shore to allow Dr. Hilgeman, President of the Board of Trustees, to sign the Annual Treasurer's Agreement between Cristina Spinelli and the Harborfields Public Library, for the period of July 1, 2020 to June 30, 2021, as attached.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

NEW BUSINESS

CAPITAL & BUILDING IMPROVEMENT EXPENDITURES 2019-2020

The Board reviewed and discussed the accounting reports for the Capital and Building Improvement Funds for the 2019-2020 fiscal year. The Board did not make any changes to the account classifications for the existing expenditures.



EXECUTIVE SESSION

Motion by Mrs. Shore to move into Executive Session at 10:54 a.m. to discuss the employment history of an employee of the library.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to return to the regular order of business at 12:09 p.m.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to accept the retirement letter from Mrs. Carol Albano, and requests as outlined, with a retirement date effective September 5, 2020.

Second, Mr. Clemens.

AYES: ALL. Motion carried.

Motion by Mrs. Shore to appoint Ryan Athanas, as Director, with an effective date of September 5, 2020. A new Memorandum of Understanding, with corresponding salary as discussed and approved, will be presented at the August 27, 2020, Board meeting.

Second, Mrs. Rieger.

AYES: ALL. Motion carried.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

Motion by Mrs. Rieger, seconded by Mrs. Shore, to adjourn the meeting. There being no further business, the meeting was adjourned at 12:13 p.m.

Respectfully submitted,

Katherine Rath for
Jenny Shore, Secretary