

# PENNSAUKEN LIBRARY BOARD

Board Minutes – January 25, 2021

1

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, January 25, 2021 at 6:06 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

## Annual Reorganization

New Appointments sworn in: Martin Slater (renewal); Ms. Bridget Zino, Pennsauken School District Representative (renewal)

New Township Liaison: Ms. Nikki Roberts, Township Committee

Slate of Officers: Presented: President – Robert Fisher-Hughes; Treasurer - Ellyn McMullin; Board Secretary- Diane Johnson. Nominated from the floor: Vice President – Martin Slater. Slate considered as one. Slate approved by unanimous roll call vote.

Standing Committees: Appointments to be announced at February meeting

Roll Call *The following participated remotely*: Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Joseph Sannino (absent 6:20 – 7:00p), Mr. Martin Slater ; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts, Township Committee Representative

*Absent*: Mayor's Representative

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

## December Minutes

Ms. Kristian made a motion to approve the December 14, 2020 minutes as amended; seconded by Ms. Johnson. Motion passed by unanimous roll call vote by those present. Changes/Additions: November Minutes changed to December minutes; addition of Cash Management Account balance

## Treasurer's Report

1. Ms. Johnson moved to approve the Appropriation Report for December for audit, seconded by Ms. Killion. Motion passed by unanimous roll call vote by those present
  - a) Report included appropriations for both November and December; not a final report
2. Ms. Killion moved to approve the Income Report for December, seconded by Ms Zino. Motion passed by unanimous roll call vote by those present
  - a) Report included income from both November and December; not a final report
3. Ms. Johnson moved to approve the list of Outstanding Bills in the amount of \$73,497.55 to be paid on January 25, 2021 from 2020 Budget; seconded by Ms. McMullin. Motion passed by unanimous roll call vote of those present.
  - a) Ms. McMullin questioned expense by New Media Solutions for **Line Item: 6030 Computer Service**  
Director Response: The web developer will provide security updates in the future
4. Ms. Johnson moved to approve the list of Outstanding Bills in the amount of \$22,171.09 to be paid on January 25, 2021 from 2021 Budget; seconded by Ms. Kristian. Motion passed by unanimous roll call vote of those present.
  - a) Ms. Killion questioned expense by ByWater Solutions for **Line Item: 6060 Computer Readable**  
Director Response: Annual ILS service agreement
5. Account Balances
  - Republic Operating Account: \$215,974.50 (Balance as of January 31, 2021)
  - Republic Purchase Account: \$461.67 (Balance as of January 31, 2021)
  - Republic Capital Reserve Account: \$125,053.02 (Balance as of January 31, 2021)
  - State Street Cash Management Account: \$1498.38 (Balance as of January 31, 2021)

**Director's Report**

See report. Additional comments:

- Payroll and HSA adjustment issues resolved
- Student EZ Access Library Card program moving forward
- New website launched January 11th off to good start, more content to be added

**Committee Reports**

Finance – Discussed 2021 Operating Budget and Capital Expense budget to be submitted to the Township

Personnel –

- Staff currently 1 person short (leave of absence).
- Carry over of time off extended to March.
- Pool Librarian – 1 questionable. Planning Job Fair to hire 1 intern.
- Implementation of Quick Books delayed as need to purchase updates to Peachtree before can make transition, target date: summer 2021
- Employee survey under consideration to be conducted.
- Employee manual – continuing to update
- Request received from Acting Administrator Joe Palumbo regarding former Library employee

Policy – Reviewed & updated COVID-19 Positive Case Protocol Policy

Strategic Planning Committee –

- Review of final draft of strategic plan, 2 sections still need to be completed.
- Discussion of Library Vision Statement.
- Outlined plan to distribute plan to library stakeholders. 1 page summary developed.

Friends of the Library – The Wellness program that is co-hosted by the Library has been funded to continue through March.

Building & Grounds - IT Issues (as reported by Library Director) – network badly in need of upgrades, current configuration is a strain on the system

**Unfinished Business**

1. 2021-2023 Strategic Plan Vision Statement. Ms. McMullin moved to approve Vision Statement as presented; seconded by Ms. Johnson. Motion passed by unanimous roll call vote.

**New Business**

1. Motion was made by Ms. Johnson and seconded by Ms. McMullin to designate the Courier Post and the Collingswood Retrospect newspapers as the official Newspapers for Public Notices. Motion passed by unanimous roll call vote. **Resolution #2021-01: Establishing Official Newspapers for Public Notices for 2021**
2. Motion was made by Ms. Johnson and seconded by Ms. Killion to designate Republic Bank and State Street Bank as Library Depositors for the Board of Trustees. Motion was passed by unanimous roll call vote. **Resolution #2021-02: Designate Republic Bank & State Street Bank as Library Depositors**
3. Motion was made by Ms. Johnson and seconded by Mr. Sannino to appoint Frank Piarulli as Solicitor to the Board of Trustees on an "As Needed Basis". Motion passed by unanimous roll call vote. **Resolution #2021-03: Appointment of Frank Piarulli as Solicitor**
4. Motion was made by Ms. Johnson and seconded by Ms. Killion to appoint Ditmars, Perazza & Co as Auditors for the Board of Trustees. Motion passed by unanimous roll call vote. **Resolution #2021-04: Appointment of Ditmars, Perazza & Co., LLP as Auditors**
5. Motion made by Ms. Johnson and seconded by Ms. Killion to amend the COVID-19 Positive Case Protocol Policy to be in compliance with current CDC recommendations. Quarantine period changed from 14 to 10 days.

**Adjournment**

Ms. Johnson moved to adjourn the meeting; Ms. McMullin seconded. Meeting declared adjourned at 7:55p.m.

# PENNSAUKEN LIBRARY BOARD

Board Minutes – February 22, 2021

3

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, February 22, 2021 at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Joseph Sannino, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts, Township Committee Representative

*Absent:* Mayor's Representative

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

## January Minutes

Ms. Killion made a motion to approve the January 25, 2021 minutes as amended; seconded by Ms. Zino Motion passed by unanimous roll call vote by those present. Changes/Additions: Personnel committee report corrected re: Employee Survey; addition of Cash Management Account balance

## Treasurer's Report

1. Mr. Sannino moved to approve the Appropriation Report for January 2021 for audit, seconded by Ms. Johnson. Motion passed by unanimous roll call vote.
  - a) Ms. Kristian questioned the difference between **Line 6030: Computer Service** and **Line 6060: Computer Readable**  
Director Response: Computer Service includes hardware & maintenance; Computer Readable includes software and on-line services.
  - b) Mr. Sannino asked about anticipated expenses for 2021 for **Line 6030: Computer Service**  
Director Response: It varies year to year.
  - c) Ms. McMullin questioned why UV lights and Air Purifiers were charge to **Line 6110 Equipment** instead of **6235 COVID-19 expense**.  
Director response: Although items were purchased due to air quality concern in response to COVID-19, determined the need was for long-term use
2. Mr. Slater moved to approve the Income Report for January, seconded by Ms Johnson. Motion passed by unanimous roll call.
  - a) Ms. McMullin questioned the receipt of fines if Library was currently fine free due to COVID-19.  
Director's response: Line item includes outstanding fines and all fees collected.
3. Ms. Kristian moved to approve the list of Outstanding Bills in the amount of \$6,528.88 to be paid on February 22, 2021 from 2020 Budget; seconded by Ms. Johnson. Motion passed by unanimous roll call vote of those present.
4. Ms. McMullin moved to approve the list of Outstanding Bills in the amount of \$49,630.68 to be paid on February 22, 2021 from 2021 Budget; seconded by Ms. Kristian. Motion passed by unanimous roll call vote of those present.
  - a) Ms. Killion questioned expense for Hoffman's Exterminating Co. for **Line Item: 6220 Building Maintenance**  
Director Response: Annual maintenance agreement
  - b) Ms. McMullin questioned expense for Carlos Pavan for **Line 6050: Programs**  
Director Response: Guitarist for virtual program
5. Ms. Johnson moved to approve Purchase Card Expenditures made in January 2021 in the amount of \$421.51; seconded by Ms. McMullin.
  - a) Director clarified that **6110 Equipment** from Techsoup was for 3 Hotspots.

## 6. Account Balances

Republic Operating Account: \$129,703.36 (Balance as of February 28, 2021)

Republic Capital Reserve Account: \$125,077.00 (Balance as of February 28, 2021)

Republic Purchase Account: \$1133.12 (Balance as of February 28, 2021)

State Street Cash Management Account: \$1,498.42 (Balance as of February 28, 2021)

**Correspondence** – Letter was received from Township notifying the Board that Linda Purves had not been reappointed as the Mayor's Representative for 2021. Appointee is yet to be named.

## Director's Report

See report. Additional comments:

- Spectratel notified the Library that phone lines need to be switched to fiber (no cost to the Library)
- A Memorandum of Understanding is being developed between the Township and the Library.
- Proposed new staff: a part-time Emerging Technology Specialist (paid) and a Drexel University intern (not paid)

## Committee Reports

**Finance** – Focusing on 2021 budget with 2 contingencies – 1 with Township allocation, 1 without.

## Personnel –

- Former employee matter is on hold.
- The Director is interviewing 8 students.
- No backup for the reference desk is a concern.
- Considering additional staff on Saturdays to accommodate longer hours.
- Upload of files for QuickBooks staging scheduled to happen February 22nd.

**Policy** – Reviewed and approved drafts of Photography and Videography Policy and Hotspot Policy to be voted on at the next Board Meeting.

## Strategic Planning Committee –

- No meetings scheduled for February. Next meeting mid-March.
- 2 sections of the Strategic Plan awaiting final content

## Friends of the Library –

- The Wellness program that is co-hosted by the Library has been funded to continue through April.
- Annual Poetry Contest will be virtual again this year. Contest ends April 30<sup>th</sup>.

**Building & Grounds** – see Director's report.

## New Business

1. Motion was made by Ms. Johnson and seconded by Mr. Sannino to transfer monies from certain budget accounts to others. Motion passed by unanimous roll call vote. **Resolution #2021-05: Authorizing the transfer of Line Items in the 2020 Budget.**
2. Motion was made by Ms. Johnson and seconded by Ms. Zino to approve the Hotspot Lending Program Policy and the updated Hotspot Lending Program Form. The Circulation Policy Attachment was also amended to be in line with Policy. Motion was passed by unanimous roll call vote. **Resolution #2021-06: Approving Mobile Hotspot Lending Program Policy**
3. Motion was made by Ms. Kristian and seconded by Ms. Johnson to approve the Photography and Videography policy and the Release Form for library on-site events. Motion passed by unanimous roll call vote. **Resolution #2021-07: Approving the Photography and Videography Policy.**
4. Conflict of Interest and Ethic Statement – ink signatures of all Library Board members required on both forms and delivered to the Library Director by March Library Board meeting.

## Adjournment

Ms. McMullin moved to adjourn the meeting; Ms. Kristian seconded. Meeting declared adjourned at 8:05 p.m.

# PENNSAUKEN LIBRARY BOARD

5

Board Minutes – March 22, 2021

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, March 22, 2021 at 6:13 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson (late), Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Joseph Sannino, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts, Township Committee Representative

*Absent:* Mayor's Representative

*Public:* Ms. Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

## February Minutes

Mr. Sannino made a motion to approve the February 22, 2021 minutes as amended; seconded by Ms. Zino. Motion passed by unanimous roll call vote by those present. Changes/additions: Finance committee report corrected 'without' to 'with' Township allocation.

## Treasurer's Report

1. Ms. McMullin moved to approve the Final Appropriation Report for 2020 for audit, seconded by Ms. Killion. Motion passed by unanimous roll call vote.
2. Ms. Johnson moved to approve the Appropriation Report for February 2021 for audit, seconded by Ms. Zino. Motion passed by unanimous roll call vote.
  - a) Ms. Killion questioned the expense for **Line 6225: Furniture** and **Line 6110: Equipment** as they were both over the budgeted amount in the 1<sup>st</sup> two months.  
Director Response: Both furniture and equipment are being submitted as capital expenses; expenditure will be removed when reimbursed.
  - b) Ms. McMullin questioned why **Line 6280: Utilities** was so low.  
Director Response: Still awaiting invoice from PSE&G
  - c) Ms. Finney Estrada noted that until the 2021 budget is approved, the 2020 Operating Budget will be the point of reference for the Appropriations Report
3. Mr. Slater moved to approve the Income Report for February 2021 seconded by Ms. Johnson. Motion passed by unanimous roll call.
4. Ms. Johnson moved to approve the list of Outstanding Bills in the amount of \$1,208.29 to be paid on March 22, 2021 from 2020 Budget; seconded by Mr. Sannino. Motion passed by unanimous roll call vote.
5. Ms. McMullin moved to approve the list of Outstanding Bills in the amount of \$81,069.29 to be paid on March 22, 2021 from 2021 Budget; seconded by Ms. Killion. Motion passed by unanimous roll call vote.
  - a) Ms. Kristian questioned why there was no expenditures for **Line 6060: Computer Readable**  
Director's Response: The Library is reevaluating the collection.
  - b) Ms. Kristian questioned why there was a charge for **Line 6010: Periodicals** for the Philadelphia Inquirer when no one has access to them right now.  
Director's Response: It is too difficult to pause (expense item is a one year contract)
6. Ms. Johnson moved to approve the Purchase Card Expenditures made in February in the amount of \$328.68; seconded by Ms. Killion. Motion passed by unanimous roll call vote.
  - a) Ms. McMullin questioned the Google Suite expense charged to **Line 6060 Computer Readable**.  
Director's Response: That is a monthly amount for the Enterprise Edition. Library will be moving several documents from the current shared folder to Google Drive. Bill is based on data usage
7. Account Balances
  - Republic Operating Account: \$129,703.36 (Balance as of March 31, 2021)
  - Republic Capital Reserve Account: \$125,077.00 (Balance as of March 31, 2021)
  - Republic Purchase Account: \$1133.12 (Balance as of March 31, 2021)

State Street Cash Management Account: \$1,496.42 (Balance as of March 31, 2021)

### Director's Report

See report. Additional comments:

- Hotspot lending program started March 22<sup>nd</sup>
- HVAC system has been down since early March due to damage to the blowers. Estimated emergency replacement cost of \$9100 authorized by President, Mr. Fisher-Hughes.

### Committee Reports

Finance –2021 budget still in development; draft created to be presented at March LB meeting

### Personnel –

- An employer contribution for 4 employees towards their HSA was discussed in 2020 but was not voted on by the Board in 2020.
- Employee increases for 2021 discussed; state minimum wage increase
- Employee evaluations scheduled for April
- Need for full-time Adult Services librarian
- Increase in hours discussed

### Policy –

- Updated COVID-19 Positive Case protocol Policy to align with Township & CDC recommendations.
- Reviewed draft of the Launchpad policy
- Discussed extending 'fine free' to the end of the summer.

### Strategic Planning Committee –

- Review of final draft of 3-year plan
- Developed marketing plan for community outreach

### Friends of the Library –

- The Wellness program that is co-hosted by the Library ends April 30<sup>th</sup> (50 registered participants).
- Annual Poetry Contest will be virtual again this year. Contest ends April 30<sup>th</sup>.

Building & Grounds – see Director's report. Professional review by the Township of HVAC system issue recommended.

### Unfinished Business

1. Motion made by Ms. Johnson and seconded by Mr. Slater to provide \$500 distribution to identified personnel for 2020 HSA plan. Cost for 4 employees - \$2000.00. Motion passed by unanimous roll call vote. **Resolution 2021-08: Authorizing Payment of 2020 HSA Subsidy**
2. A few signed Conflict of Interest and Ethic Statements are still outstanding

### New Business

1. 2021 proposed budget presented; awaiting finalization of Township budget.
2. Amendment to Library Operations policy for COVID-19 protocol withdrawn for further clarification for vaccinated individuals.
3. CARES Act for mini-grants for public libraries available. Library Director would like to apply for full funding to upgrade/update mobile computer lab (laptops & document camera). Ms. McMullin made a motion to approve request; Mr. Slater seconded. Motion passed by unanimous roll call vote. **Resolution #2021-09: Approving CARES Act Funding up to \$10,000 for Computer Equipment**
4. Reminder to all Library Board members to complete financial disclosure statement by April 30.

### Public Comment

- Ms. Briant found an old ordinance for the purchase of certain books by the Township

Ms. McMullin moved to adjourn the meeting; Ms. Kristian seconded. Meeting declared adjourned at 8:21 p.m.

# PENNSAUKEN LIBRARY BOARD

7

Board Minutes – April 26, 2021

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, April 26, 2021 at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson (late), Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Joseph Sannino, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Nikki Roberts, Township Committee Representative

*Absent:* Mayor's Representative

*Public:* Ms. Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

## **March Minutes**

Ms. Johnson made a motion to approve the March 22, 2021 minutes as presented; seconded by Mr., Sannino. Motion passed by unanimous roll call vote by those present.

## **Treasurer's Report**

1. Ms. Johnson moved to approve the Appropriation Report for March 2021 for audit, seconded by Ms. McMullin. Motion passed by unanimous roll call vote.
  - a) Ms. Finney Estrada noted that until the 2021 budget is approved, the 2020 Operating Budget will be the point of reference for the Appropriations Report.
2. Mr. Slater moved to approve the Income Report for March 2021 seconded by Ms. Zino. Motion passed by unanimous roll call.
  - a) Ms. Finney Estrada noted that non-Township Appropriation income went up in March due to partial reopening.
3. Ms. Johnson moved to approve the list of Outstanding Bills in the amount of \$1,849.99 to be paid on April 26, 2021 from 2020 Budget; seconded by Mr. Sannino. Motion passed by unanimous roll call vote.
4. Ms. Johnson moved to approve the list of Outstanding Bills in the amount of \$64,708.29 to be paid on April 26, 2021 from 2021 Budget; seconded by Mr. Sannino. Motion passed by unanimous roll call vote.
  - a) Ms. McMullin questioned the large expenditure for EBSCO for **Line 6010: Periodicals**  
Director's Response: Amount reflects the annual fee for 95% of all periodicals.
  - b) Mr. Slater questioned the time frame of the Wall Street Journal  
Director's Response: Amount reflects the annual fee.
  - c) Ms. McMullin questioned what programs were paid for by the various names in **Line 6050: Programs**.  
Director's Response: Kristin Bilson is an Intern; others were Speakers or Youth Services program presenters.
5. Ms. Johnson moved to approve the Purchase Card Expenditures made in March in the amount of \$837.51; seconded by Ms. Kristian. Motion passed by unanimous roll call vote.
  - a) Mr. Fisher-Hughes asked how many T-shirts were purchased for **Line 6050: Programs**  
Director's Response: Unknown, will check.
6. Account Balances
  - Republic Operating Account: \$259,167.46 (Balance as of March 31, 2021)
  - Republic Capital Reserve Account: \$125,103.56 (Balance as of March 31, 2021)
  - Republic Purchase Account: \$295.70 (Balance as of March 31, 2021)
  - State Street Cash Management Account: \$1,496.46 (Balance as of March 31, 2021)

## **Director's Report**

See report. Additional comments:

- Application was made for the CARES Act mini-grant for \$10,000 toward upgrade of Mobile ComputerLab

8

- HVAC system repair was completed April 22<sup>nd</sup>. Library not eligible for extended warranty
- Library enrolled in Baker & Taylor program for credit on withdrawn items. Still using Better World Books, but must prescreen before sending.

### Committee Reports

Finance – no April meeting. Will not be meeting until details of Municipal budget have been disclosed. June?

Personnel –

- Will be meeting on Thursday, April 29th

Policy –.

- Reviewed draft of the Community Room Application form.
- Updated Library Operations and Services Policy to be in compliance with recent New Jersey & CDC changes
- Reviewed Launchpad Policy

Strategic Planning Committee –

- Finalized Strategic Plan
- Prioritized dissemination of plan to Library stakeholders first: Library Board, Township Committee & Officials, School District Superintendent and Library staff

Friends of the Library –

- Meeting held on April 10<sup>th</sup> with new President, Doris Powers
- Annual Poetry Contest is virtual this year. Contest ends April 30<sup>th</sup>.

Building & Grounds – see Director's report.

### Unfinished Business

1. Library Operations & Services Policy was revised to include Amendment 1 regarding employees who have or have not received COVID-19 vaccinations. Motion to approve Amendment 1 was made by Ms. Johnson and seconded by Ms. Zino. Motion passed by unanimous roll call vote
2. A few signed Conflict of Interest and Ethic Statements are still outstanding
3. Word was received from the Township Clerk that FSA filings have been extended to June 30th

### New Business

1. Motion was made by Ms. Johnson and seconded by Ms. Kristian to approve the Playaway Launchpad Policy and application form. Motion passed by unanimous roll call vote. **Resolution #2021-10: Approving Launchpad Lending Program Policy**
2. Motion was made by Ms. Johnson and seconded by Ms. Zino to approve updated Community Room Application Form. Motion passed by unanimous roll call vote
3. Reminder to all Library Board members to complete financial disclosure statement by April 30.

### Public Comments

- Ms. Briant recommended Atlantic Monthly be added to PFPL collection
- Ms. Roberts congratulated Board on completion of Strategic Plan

### Board Comments

- Ms. McMullin shared notes from April 7<sup>th</sup> NJLTA workshop
  - Need to plan for mixed Board Meetings (virtual & in person) when library opens up
  - ARP Funds - \$4M allocated to State Librarian; distribution plan not decided. Recommendation from NJLTA is for equal amounts to all public libraries
  - Free NJLTA Academy on-line courses available through June 30<sup>th</sup>

Meeting declared adjourned at 7:32 p.m.



**PENNSAUKEN LIBRARY BOARD**  
Board Minutes –May 24, 2021

9

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, May 24, 2021 at 6:07 p.m. by Mr. Martin Slater, Vice-President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Ms. Diane Johnson , Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Joseph Sannino, Mr. Martin Slater; Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative  
*Absent:* Mr. Fisher-Hughes, Ms. Roberts, Township Liaison, Mayor's Representative

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

**April Minutes**

Ms. Kristian made a motion to approve the April 26, 2021 minutes as presented; seconded by Ms.Zino. Motion passed by unanimous roll call vote.

**Treasurer's Report**

1. Ms. Johnson moved to approve the Appropriation Report for April 2021 for audit, seconded by Ms. Killion. Motion passed by unanimous roll call vote.
  - a) *Ms. McMullin* noted that some line items were showing less than 20% balance left after 5 months: **Line 6010 Periodicals; Line 6060 Computer Readable; Line 6110 Equipment; Line 6225 Furniture**  
*Director's Response:*
    - 6010:** Annual Periodical expenses are now paid, balance left should be enough
    - 6060:** Annual expenses paid, balance left should be enough
    - 6110:** May transfer an item to Capital Expense
    - 6225:** Director's office furniture to be transferred to Capital Expense
  - b) *Ms. Killion* questioned large expense charged to **Line 6220: Building Maintenance**  
*Director's Response:* Expense to Johnson Controls for HVAC repair to be sent to Township as Capital Expense.
2. Mr. Sannino moved to approve the Income Report for April 2021 seconded by Ms. Kristian. Motion passed by unanimous roll call.
  - a) *Ms. Finney Estrada* noted that the Library received the same amount as February for Municipal appropriation. It will appear on next month's income report
3. Ms. Johnson moved to approve the list of Outstanding Bills in the amount of \$110,884.00 to be paid on May 24, 2021 from the proposed 2021 Budget; seconded by Mr. Sannino. Motion passed by unanimous roll call vote.
  - a) *Ms. McMullin* questioned the large expenditure for Johnson Controls in **Line 6220: Building Maintenance** as being different than amount noted in the March minutes.  
*Director's Response:* Will review
4. Ms. Johnson moved to approve the Purchase Card Expenditures made in April in the amount of \$285.97 seconded by Ms. Zino. Motion passed by unanimous roll call vote.
5. Account Balances
  - Republic Operating Account: \$169,798.54 (Balance as of April 30, 2021)
  - Republic Capital Reserve Account: \$125,129.26 (Balance as of April 30,2021)
  - Republic Purchase Account: \$9.75 (Balance as of April 30, 2021)
  - State Street Cash Management Account: \$1,498.50 (Balance as of April 30, 2021)

**Director's Report**

See report. Additional comments:

- Application for the CARES Act mini-grant for \$10,000 was declined
- Reference desk is now fully staffed; full service in the fall is possible
- Summer reading program will be mostly virtual; will use space next to library bldg. for on-site programs

**Correspondence**

- Mr. Fisher-Hughes and Ms. Finney Estrada were invited to present PFPL's new Strategic Plan at the Twp. Meeting. Due to a conflict with the Library Board May meeting, only Mr. Fisher-Hughes is attending Township Meeting.

**Committee Reports**

Finance

- Committee will meet when details of Municipal budget have been disclosed. June?

Personnel

- Preparing for Director's evaluation in June; revamping form
- Developing Job Satisfaction Employee survey using Survey Monkey

Policy

- General discussion on Fine Free proposal; will review draft policy at June meeting

Strategic Planning Committee

- Reviewed 1<sup>st</sup> quarter 2021 Measure of Success; will review 2<sup>nd</sup> quarter @ July meeting
- Finalized Strategic Plan distribution

Friends of the Library –

- Annual Poetry Contest had 21 winners; Republic Bank donated 10- \$25 Visa Gift Cards for 1<sup>st</sup> place winners. Many technical issues with virtual contest; hope next year award presentation is in-person
- Lemonade 4 Change will have 3 drive-thru lemonade stands in the parking lot next to library: June 13, July 11, August 8. 2021 goal is \$1500.00

Building & Grounds

- See Director's report.
- Continued deterioration of the building

**Unfinished Business**

- Code of Ethics forms – a few still outstanding
- Other funding will be used to replace laptops since PFPL did not receive mini-grant
- Resolution **2021-10** for Launchpad Lending ready to be signed.

**Board Comments**

- Ms. Johnson announced Memorial Day event by local American Legion post

Meeting declared adjourned at 6:57p.m.

**PENNSAUKEN LIBRARY BOARD**  
Board Minutes –June 28, 2021

11

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, June 28, 2021 at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson (late), Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Elyn McMullin, Mr. Joseph Sannino, Mr. Martin Slater, and Mr. Piarrulli, Solicitor.

*Absent:* Ms. Tanya Finney-Estrada, Library Director; Ms. Roberts, Township Liaison; Ms. Bridget Zino, Pennsauken School District Representative; Mayor's Representative

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

**Minutes**

- Ms. Kristian made a motion to approve the May 24, 2021 minutes as presented; seconded by Mr. Sannino. Motion passed by roll call vote of those in attendance, with one abstention.
- Mr. Sannino made a motion to correct the Director's Report of the March minutes, Mr. Martin seconded the motion. Second bullet point statement changed to read: **Estimated** emergency replacement cost of \$9100.00 authorized by President, Mr. Fisher-Hughes. Motion passed by unanimous roll call vote.

**Treasurer's Report**

1. Mr. Sannino moved to approve the Appropriation Report for May 2021 for audit, seconded by Ms. Johnson. Motion passed by unanimous roll call vote.
2. Ms. Johnson moved to approve the Income Report for May 2021 seconded by Mr. Slater. Motion passed by unanimous roll call.
3. Ms. Killion moved to approve the list of Outstanding Bills in the amount of \$81,412.37 to be paid on June 28, 2021 from the proposed 2021 Budget; seconded by Mr. Sannino. Motion passed by unanimous roll call vote.
  - a) *Ms. Killion* questioned the \$240.00 expense paid to Ms. Finney Estrada for **Line Item 6060: Computer Readable.**  
*Ms. McMullin, Treasurer* Response: It is a 1-yr subscription to Kahoot! Pro, a game based learning platform for Business, paid via PayPal.
4. Mr. Slater moved to approve the Purchase Card Expenditures made in May in the amount of \$651.02 seconded by Ms. Kristian. Motion passed by unanimous roll call vote.
5. Account Balances
  - Republic Operating Account: \$307,238.38 (Balance as of May 31, 2021)
  - Republic Capital Reserve Account: \$125,155.83 (Balance as of May 31, 2021)
  - Republic Purchase Account: \$358.82 (Balance as of May 31, 2021)
  - State Street Cash Management Account: \$1,498.51 (Balance as of May 31, 2021)

**Director's Report**

See report. Additional comments made by Ms. McMullin, Treasurer

- The bill for approximately half of the work already performed by Brownie Electric has been received (~\$4000.00) and will be on the Bill List for July

**Correspondence**

- Mr. Fisher-Hughes and Ms. Finney Estrada received a questionnaire from Committeeperson/now Administrator Tim Killion, regarding statements in the Strategic Plan. A response is being composed.

**Committee Reports**

**Finance**

- Committee scheduled to meet July 15<sup>th</sup>. Township has indicated that there is no additional allocation in the 2021 budget for the Library.

**Personnel**

- Finalizing Director's evaluation report
- Job Satisfaction Employee survey using Survey Monkey is under review. Survey release date TBD

**Policy**

- General discussion on Fine & Collection proposal; draft proposal to be reviewed at July meeting.
- COVID-19 policy needs to be updated; recommendations to be made at July Board Meeting

**Strategic Planning Committee**

- Reviewed 1<sup>st</sup> quarter 2021 Measure of Success; will review 2<sup>nd</sup> quarter @ July meeting
- Finalized Strategic Plan distribution

**Friends of the Library –**

- Approved \$200.00 for purchase of annual Philadelphia Zoo pass for Grand Prize for summer reading program.
- Lemonade 4 Change fundraising event on June 13<sup>th</sup> netted \$220.00 in donations. Library donated use of their 2 new canopies. Township Committeewoman & Liaison to the Library Board, Nikki Roberts, was of great assistance. Next Drive-Thru is July 11.

**Building & Grounds**

- See Director's report.
- Continued deterioration of the building – Leak in roof drain on side of bldg. Recommendation – Building exterior needs regular 3 month review.

**New Business**

- Recommendations for Bylaw changes should be made to Ms. McMullin or Mr. Fisher-Hughes

**Closed Session**

- Ms. McMullin made a motion to go into Closed Session @ 6:52p for purpose of discussion of confidential Township information and privileged communication. Ms. Johnson seconded motion. No action was to be taken after close of session. Motion passed with voice vote.
- Mr. Slater made a motion to come out of Closed Session @7:11p; seconded by Mr. Sannino. Motion passed with voice vote.

**Adjournment**

- Mr. Slater made a motion to adjourn; Ms. Kristian seconded the motion

Meeting declared adjourned at 7:14p.m.

## PENNSAUKEN LIBRARY BOARD

13

Board Minutes – July 26, 2021

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, June 28, 2021 at 6:08 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson (late), Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Elyn McMullin, Mr. Joseph Sannino, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Roberts, Township Liaison  
*Absent:* Mr. Piarrulli, Solicitor, Mayor's Representative

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

### Minutes

- Mr. Slater made a motion to approve the June 28, 2021 minutes as amended; seconded by Mr. Sannino. Motion passed by unanimous roll call vote. Description of Closed Session was changed to 'discussion of confidential Township information and privileged communication.'

### Treasurer's Report

1. Mr. Sannino moved to approve the Appropriation Report for June 2021 for audit, seconded by Ms. Kristian. Motion passed by unanimous roll call vote.
2. Ms. Killion moved to approve the Income Report for June 2021 seconded by Mr. Sannino. Motion passed by unanimous roll call.
3. Ms. Sannino moved to approve the list of Outstanding Bills in the amount of \$85,105.76 to be paid on July 26, 2021 from the proposed 2021 Budget; seconded by Ms. McMullin. Motion passed by unanimous roll call vote.
  - a) *Mr. Fisher-Hughes* questioned the \$2192.14 expense paid to the Cape May County Library Commission for **Line Item 6000: Books**.  
*Ms. Finney Estrada's Response:* It is the annual subscription to Overdrive – a downloadable media collection for South Jersey.
  - b) *Mr. Fisher-Hughes* questioned the \$40.65 expense paid to the Heather Kristian for **Line Item 6000: Books**.  
*Ms. Finney Estrada's Response:* It is reimbursement for purchase of 2 graphic novels not available through regular suppliers
4. Ms. Kristian moved to approve the Purchase Card Expenditures made in May in the amount of \$881.06 seconded by Ms. Zino. Motion passed by unanimous roll call vote.
  - a) *Ms. McMullin* questioned the \$600.00 expense paid to Mobile Beacon for **Line Item 6030: Computer Services & Supplies**  
*Ms. Finney Estrada's Response:* It is the annual service charge for 5 devices (hotspots).
5. Account Balances
  - Republic Operating Account: \$284,154.51 (Balance as of June 30, 2021)
  - Republic Capital Reserve Account: \$125,181.55 (Balance as of June 30, 2021)
  - Republic Purchase Account: \$477.83 (Balance as of June 30, 2021)
  - State Street Cash Management Account: \$1,498.52 (Balance as of June 30, 2021)

**Correspondence**

- Reply sent to Township Administrator in response to questions re: Strategic Plan
- Correspondence received from the Township to be reviewed in closed session

**Director's Report**

See report. See Buildings & Grounds Report for additional information

**Committee Reports**

**Finance**

- Updated 2021 proposed budget and capital purchase schedule. See New Business for additional information.

**Personnel**

- Finalizing Director's evaluation report
- Job Satisfaction Employee survey using Survey Monkey is under review. Survey release date TBD

**Policy**

- Reviewed Fine Free policy; draft to be reviewed at July meeting.
- Reviewed new interim Study Room Policy effective the balance of the Public Emergency

**Strategic Planning Committee**

- July meeting to review the 2<sup>nd</sup> quarter has been postponed until September

**Friends of the Library –**

- Lemonade 4 Change fundraising event held July 11. Final event to be held August 8. L4C will be participating in 'Woof'stock on July 31st

**Building & Grounds**

- Grass under the condenser on the Rt 130 side needs to be cut
- Tree against back of bldg. under the capping may lead to leakage, arborist needed.
- Emergency door hinge on bottom has been rotted away – maintenance needed

**Unfinished Business**

- Mr. Fisher-Hughes is working on updating By-Laws. Please direct comments to him.

**New Business**

- 2021 Proposed Budget – Motion to approve made by Ms. Kristian, seconded by Ms. Killion. Motion passed by unanimous roll call vote. **Resolution #2021-11: Approval of 2021 Operating Budget**
  - a. The State mandated increase in minimum wage has already been made
  - b. Salary increases are retroactive to the first of the year; to be paid in the next payroll cycle.
- Capital Expense – Motion to approve revision of items covered under the Capital Budget made by Ms. Kristian; seconded by Ms. Zino. Motion passed by unanimous roll call vote

- Study Room Policy – Motion to approve temporary policy during the remainder of the Public Emergency made by Ms. Johnson; seconded by Ms. Kristian. Motion passed by unanimous roll call vote. **Resolution #2021-12: Adoption of Study Room Policy**
- Fine-Fee proposal – There was a consensus to have the Policy Committee develop draft policy for the pilot program for review at the September meeting.
- **Resolution 2020-15: Authorizing Director to Alter, Vary from or Adjust Library Policies as Necessary in Response to ...Emergency** to be *amended* by removing the Covid-19 Positive Case Protocol Policy & the Library Operations and Services Policy. Motion to approve the change made by Ms. McMullin; seconded by Ms. Kristian. Motion passed by unanimous roll call vote

#### **Closed Session**

- Ms. Johnson made a motion to go into Closed Session @ 7:12p for the purpose of the Director performance Evaluation. Ms. Sannino seconded motion. Action will be taken after close of session. Motion passed with voice vote.
- Mr. Johnson made a motion to come out of Closed Session @8:35p; seconded by Mr. Sannino. Motion passed with voice vote.

#### **Action on Closed Session**

- Ms. Johnson moved to approve the Director's Evaluation as revised; Ms. Kristian seconded. Motion passed by unanimous roll call vote

#### **Adjournment**

- Mr. Slater made a motion to adjourn; Ms. Kristian seconded the motion. Meeting declared adjourned at 8:50p

*Next Meeting is SEPTEMBER 27th*

**PENNSAUKEN LIBRARY BOARD**  
Board Minutes – September 27, 2021

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, September 27, 2021 at 6:14p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson (late), Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Joseph Sannino, Ms. Tanya Finney-Estrada, Library Director; Ms. Bridget Zino, Pennsauken School District Representative and Ms. Roberts, Township Liaison  
*Absent:* Mr. Martin Slater; Mr. Piarrulli, Solicitor; Mayor's Representative  
*Guests:* Mr. Kenneth M. Ditmars, CPA, Ditmars, Perazza & Co.; Tim Killion, Township Administrator (briefly)

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

**Minutes**

- Ms. Zino made a motion to approve the July 26, 2021 minutes as presented; seconded by Ms. Kristian. Motion passed by unanimous roll call vote .

**Treasurer's Report**

1. Ms. Kristian moved to approve the Appropriation Report (based on the approved 2021 Operating budget) of September 27<sup>th</sup> for July and August 2021 for audit, seconded by Mr. Sannino. Motion passed by unanimous roll call vote.
  - a) *Ms. Finney Estrada* advised that \$15,254.29 to Miles Technologies from **Line 6030: Computer Service** was moved to the Capital Budget. Expense was for hardware upgrade (new server, etc.)
  - b) *Ms. McMullin, Treasurer* noted that PSE&G overcharged due to estimation of usage during shut down. Credit has been spread out over several months through the end of the year.
2. Ms. Zino moved to approve the Income Report through August 2021 seconded by Ms. Kristian. Motion passed by unanimous roll call of those present.
3. Mr. Sannino moved to approve the list of Outstanding Bills for August in the amount of \$58,753.88 to be paid from the 2021 Budget; seconded by Ms. Kristian. Motion passed by unanimous roll call vote of those present.
  - a) *Ms. McMullin, Treasurer* noted that the expense paid to Brownie Electric on **Line Item 6220: Building Maintenance** is the balance due for the deferred maintenance work completed.
  - b) *Ms. Finney Estrada* advised that the expense to Vito Capcino reported on **Line Item 6220: Building Maintenance** was for a tire repair for a cart used by the library.
4. Ms. Zino moved to approve the list of Outstanding Bills to be paid on September 27, 2021 in the amount of \$67,276.63 to be paid from the 2021 Budget; seconded by Ms. Killion. Motion passed by unanimous roll call vote of those present.
  - a) *Mr. Fisher-Hughes* questioned the \$300.00 expense to Rafael Rivera for **Line Item 6050: Programs**



*Ms. Finney-Estrada's response:* It is for a trio who will be performing at the Hispanic Festival

- b) *Mr. Fisher-Hughes* questioned the \$600.00 expense to Jessica Trujillo for **Line Item 6170: Professional Development**

*Ms. Finney-Estrada's response:* She was the Trainer for recent in-service training on Internal Communications. NJ. LibraryLink reimbursement of \$400.00 is to be applied as partial cost offset.

5. Ms. Kristian moved to approve the Purchase Card Expenditures made in July (\$285.09) and August (294.04); seconded by Mr. Sannino. Motion passed by unanimous roll call vote on those present.
- a) *Ms. Finney Estrada* advised that the expense for **Line Item 6060: Computer Readable** are monthly credit card charges for software and apps.
6. Account Balances – As of July 31, 2021  
 Republic Operating Account: \$402,028.41  
 Republic Capital Reserve Account: \$109,927.26  
 Republic Purchase Account: \$192.80  
 State Street Cash Management Account: \$1,498.56
7. Account Balances – As of August 31, 2021  
 Republic Operating Account: \$325,545.07  
 Republic Capital Reserve Account: \$109,950.60  
 Republic Purchase Account: \$898.91  
 State Street Cash Management Account: \$1,498.57

### Audit Report

- Mr. Ditmar's reviewed the Independent financial audit for the year ending December 31, 2020. No instances of noncompliance were found – a clean bill of health. A copy will be forwarded to the Township

### Correspondence

- Ms. Finney-Estrada received a copy of the 'Reexamination of the Master Plan' from the Township

### Director's Report

See report. Additional information:

- Extended open hours do not include Sunday due to a staffing shortage

### Committee Reports

#### Finance

- Treasurer requested a listing of annual costs (Operational, Maintenance Agreements, Leasing & Subscriptions/Licenses) to aid in budget planning process.

#### Personnel

- No recent meetings; need final copy of Director's evaluation report

#### Policy

- Reviewed Fine & Free policy

Strategic Planning Committee

- 2<sup>nd</sup> quarter evaluation of Strategic Plan completed; 3<sup>rd</sup> quarter evaluation scheduled for October 29th
- Mr. Killion updated status of negotiations in regards to new Library Construction

Friends of the Library –

- Approved funding for several museums passes at September meeting
- 50/50 Raffle tickets available thru PFPL Circulation Desk or Friends of the Library Members. Raffle supports Lemonade for Change initiative

Building & Grounds

- See Director's Report. Mr. Sannino had an opportunity to talk to Township Engineer about roof.

Unfinished Business

- Mr. Fisher-Hughes is working on updating By-Laws. Please direct comments to him.

New Business

- Privacy Policy – Motion to approve Privacy Policy made by Ms. Zino; seconded by Ms. Kristian. Motion passed by unanimous roll call vote. **Resolution #2021-13: Adoption of Privacy Policy**
- Fine and Fee Policy – Motion to approve Fine & Fee Policy made by Ms. Kristian; seconded by Ms. Zino. Motion passed by unanimous roll call vote. **Resolution #2021-14: Adoption of Fine & Fee Policy**
- Motion to approve non-substantive changes to Study Room, Mobile Hotspot and Community Room policies made by Mr. Sannino; seconded by Ms. Kristian. Motion passed by unanimous roll call vote
- A Google Drive workspace has been created for the Library Board to assist in collaboration of documents and serve as document repository and archive.

Adjournment

- Ms. McMullin made a motion to adjourn; Mr. Sannino seconded the motion. Meeting adjourned at 8:38p

*Next Meeting October 25th*

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, October 25, 2021 at 6:10p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Elynn McMullin, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director; Ms. Nikki Roberts, Township Liaison; and Mr. Frank Piarrulli, Solicitor;  
*Absent:* Ms. Diane Johnson; Mr. Joseph Sannino; Ms. Bridget Zino, Pennsauken School District Representative

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

### Minutes

- Ms. Kristian made a motion to adopt the September 27, 2021 minutes as presented; seconded by Ms. Killion. Acting Secretary Ms. McMullin changed minutes to remove Mr. Slater's name as Present.

### Treasurer's Report

1. Ms. McMullin moved to approve the Appropriation Report of October 25th for September 2021 for audit, seconded by Ms. Kristian. Motion passed by unanimous roll call vote.
  - a) *Ms. Killion* questioned the negative balance on **Line 6170: Professional Development**
  - b) *Ms. Finney Estrada* responded that Library was awaiting a stipend check from the State to cover most of the cost of the Trainer.
2. Ms. Killion moved to approve the Income Report through September 2021 seconded by Mr. Slater. Motion passed by unanimous roll call vote.
3. Ms. McMullin moved to approve the list of Outstanding Bills to be paid on October 25th in the amount of \$97,880.12 to be paid from the 2021 Budget; seconded by Ms. Kristian. Motion passed by unanimous roll call vote of those present.
  - a) *Ms. McMullin, Treasurer* noted that the expense paid to BookPage on **Line Item 6010: Periodicals** is an annual fee; expenses paid to Collaborative Summer Library Program on **Line Item 6050: Programs** is for T-shirts ordered for next year's Summer program; the expenses paid to Maureen Parente on **Line Item 6010: Professional Development** and **Line Item 6175: Travel** were for her Notary Stamp and travel to the County Store to get it.
  - b) *Ms. Finney Estrada* advised that the expense to Vito Capcino reported on **Line Item 6220: Building Maintenance** was for a tire repair for a cart used by the library.
4. Ms. McMullin moved to approve the Purchase Card Expenditures made in September in the amount of \$690.51; seconded by Mr. Kristian. Motion passed by unanimous roll call vote.
5. Account Balances – As of September 30, 2021
  - Republic Operating Account: \$251,652.24
  - Republic Capital Reserve Account: \$109,973.19
  - Republic Purchase Account: \$208.51
  - State Street Cash Management Account: \$1,498.61

### Director's Report

See report. Additional information:

- Access Navigator expected early 2022 to provide computer training to staff and community.

**Committee Reports**

Finance

- No meeting. Treasurer was provided a listing of annual to aid in budget planning process.

Personnel

- Ms. Johnson, Committee Chair not present. The Director noted that several candidates for Library Assistant had been interviewed. A job description for a full-time (reference/adult services) librarian is in the process of being written.

Policy

- Finished reviewing the Borrowing Policy. It replaces(in part) the old Circulation Policy. The new Fees & Fines policy replaced the other part of the old Circulation Policy. The termination of the old Circulation policy is so noted in Resolution #2021-14.

Strategic Planning Committee

- 3<sup>rd</sup> quarter evaluation completed; 4<sup>th</sup> quarter evaluation will be in January 2022

Friends of the Library –

- Doris Powers has resigned as President; Vice President Marilyn Larke will be taking over duties
- 50/50 Raffle was won by Wayne Rodan. Total collected \$1010.00
- Lemonade 4 Change initiative surpassed goal of \$4500.00. Total amount raise: \$5100.00

Building & Grounds

- See Director's Report

**Unfinished Business**

- Mr. Fisher-Hughes is working on updating By-Laws. Please direct comments to him. By-laws review is on the Policy Committee's November agenda.
- Mr. Piarulli advised that the Shared Services agreement with the Township was back on the table with a possible meeting this week.

**New Business**

- Borrowing Policy – Motion to approve the new Borrowing Policy ad recommended by the Policy Committee was made by Ms. Kristian; seconded by Mr. Slater. Motion passed by unanimous roll call vote. **Resolution #2021-15: Adoption of Borrowing Policy**
- Motion to approve the hiring of *Providencia Melendez* made by Ms. McMullin; seconded by Ms. Killion. Motion passed by unanimous roll call vote

**Adjournment**

- Ms. McMullin made a motion to adjourn; Ms. Kristian seconded the motion. Meeting adjourned at 7:48p

*Next Meeting November 22<sup>nd</sup>*

# PENNSAUKEN LIBRARY BOARD

Board Minutes – November 22, 2021

21

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, November 22, 2021 at 6:10p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion, Ms. Vickie Kristian, Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino, Pennsauken School District Representative  
*Absent:* Mr. Joseph Sannino; Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor  
*Guest:* Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

## Minutes

- Ms. Johnson made a motion to adopt the October 25, 2021 minutes as presented; seconded by Ms. Kristian. Motion passed by unanimous roll call vote.

## Treasurer's Report

1. Ms. Johnson moved to approve the Appropriation Report of November 22<sup>nd</sup> for October 2021 for audit, seconded by Ms. Killion. Motion passed by unanimous roll call vote.
  - a) *Ms. Finney Estrada* noted that **Line 6225: Furniture** was for the Book Drop; it is an approved Capital Expense. The December Appropriation Report will reflect the accounting adjustment.
  - b) *Ms. Killion* questioned the negative balance on **Line 6050: Programs**  
*Ms. Finney Estrada's response:* The Township unexpectedly charged for labor for the stage used at the Hispanic Festival; adjustment will be made to line item at the end of the year.
  - c) *Mr. Fisher-Hughes* questioned the negative balance to **Line 5050/60: SUI/SDI**  
*Ms. Finney Estrada's response:* She will investigate the calculation used for the 2021 budget.
2. Ms. Johnson moved to approve the Income Report through October 2021 seconded by Ms. Kristian. Motion passed by unanimous roll call vote.
3. Ms. Killion moved to approve the list of Outstanding Bills to be paid on November 22<sup>nd</sup> in the amount of \$80,095.39 to be paid from the 2021 Budget; seconded by Mr. Slater. Motion passed by unanimous roll call vote.
  - a) *Ms. McMullin, Treasurer* noted that the expense paid to Bibliotheca on **Line Item 6110: Equipment** is an annual support & maintenance contract for the security gate; the expense paid to Dell Marketing on **Line Item 6030: Computer Service** was for a 2-year warranty extension on the Library Director's and the Library Secretary's computers.
  - b) *Ms. McMullin* questioned the expense paid to Baker & Tayler for Content Café on **Line Item 6260: Computer Readable**  
*Ms. Finney Estrada* advised it was a 1-year contract for cataloging ILS. It will be re-evaluated next year.
  - c) *Ms. Johnson* questioned why the PSE&G expense on **Line Item 6280 Utilities** was so low  
*Ms. Finney Estrada* responded that there was still a balance left on the overcharge credit.
4. Ms. Johnson moved to approve the Purchase Card Expenditures made in October in the amount of \$243.91; seconded by Ms. Zino. Motion passed by unanimous roll call vote.
5. Account Balances – As of October 31, 2021
  - Republic Operating Account: \$397,692.02
  - Republic Capital Reserve Account: \$109,976.54
  - Republic Purchase Account: \$964.64
  - State Street Cash Management Account: \$1,498.62

**Director's Report**

See report. Additional information:

- The Director will be looking to hire 2 full-time staff after the 1<sup>st</sup> of the year.

**Committee Reports****Personnel**

- Did not meet in November

**Policy**

- Reviewed suggested amendment to the By-Laws in regard to electronic attendance .
- Due to the limitations of the Koha system an update is needed for both the Borrowing Policy and the Fine and Fee Policy – changing the period of time between returning any collection item and borrowing again from 24 hours to 48 hours.

**Strategic Planning Committee**

- 4<sup>th</sup> quarter evaluation will be in January 2022

**Friends of the Library**

- Due to the opening of the Community Room on a limited basis next year, the Friends are planning on offering hybrid Chair Yoga classes and restart Movie & Munch in January
- Art Show & Sale to be held in the magazine section April 25 – 30<sup>th</sup>

**Building & Grounds**

- See Director's Report

**Nominating Committee**

- Members: Ms. McMullin, Ms. Zino, Ms. Kristian

**Unfinished Business**

- Bylaws - Proposed amendment to Bylaws is in November's packet. It will be voted on at the December meeting per By-laws procedure.

**New Business**

- Policy update – Motion to approve the update of the borrowing lapse time in the Fine & Fee Policy made by Ms. Johnson, seconded by Ms. Zino. Motion passed by unanimous roll call vote
- Personnel - The Director will be contacting Pro Libra for a temporary Systems Librarian to replace Ms. D'Angelico

**Board Comments**

- Ms. Johnson gave a moving tribute to Stephanie D'Angelico; suggested a leaf for Ira's Tree.
- Mr. Fisher-Hughes suggested sending ideas for remembrance of Ms. D'Angelico to Ms. Johnson

**Public Comments**

- Ms Briant, former Library Director, spoke fondly of Ms. D'Angelico, who she had worked with. Ms. Briant is also very concerned about understaffing of Library.

**Adjournment**

- Ms. Johnson made a motion to adjourn; Ms. McMullin seconded the motion. Meeting adjourned at 7:35p

*Next Meeting December 20<sup>th</sup>*

# PENNSAUKEN LIBRARY BOARD

Board Minutes – December 20, 2021

23

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, December 20, 2021 at 6:18 p.m. by Mr. Robert Fisher-Hughes, President.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a virtual meeting was made in the prescribed manner.

**Roll Call** *The following participated remotely:* Mr. Robert Fisher-Hughes, Ms. Diane Johnson, Ms. Bridget Killion (late), Ms. Ellyn McMullin, Mr. Martin Slater, Mr. Joseph Sannino, Ms. Tanya Finney-Estrada, Library Director; and Ms. Bridget Zino, Pennsauken School District Representative  
*Absent:* Ms. Vickie Kristian, Ms. Nikki Roberts, Township Liaison and Mr. Frank Piarrulli, Solicitor;  
*Members of the Public:* Ms. Susan Briant

In the absence of a Recording Secretary, Ms. McMullin took the minutes.

## Minutes

- Ms. Johnson made a motion to adopt the November 22, 2021 minutes as presented; seconded by Ms. Zino. Minutes declared adopted as presented without objection.

## Treasurer's Report

1. Mr. Slater moved to approve the Appropriation Report of December for November 2021 for audit, seconded by Ms. Zino. Motion passed by unanimous roll call vote of those present.
  - a) *Mr. Fisher-Hughes* questioned again the negative balance to **Line 5050/60: SUI/SDI**  
*Ms. Finney Estrada's response:* She will investigate the calculation used for the 2021 budget. It may be impacted by COVID or Family Leave
2. Ms. Johnson moved to approve the Income Report through November 2021 seconded by Ms. McMullin. Motion passed by unanimous roll call vote of those present.
  - a) *Ms. McMullin* question about the missing donation from the 50/50 Raffle winner.  
*Ms. Finney Estrada's response:* She will follow up.
3. Ms. Johnson moved to approve the list of Outstanding Bills to be paid on December 20th in the amount of \$96,409.74 to be paid from the 2021 Budget; seconded by Mr. Sanino. Motion passed by unanimous roll call vote of those present.
  - a) *Ms. McMullin, Treasurer* noted that there were several expense paid to the Director:
    - Line Item 6050: Programs** – material for programs
    - Line Item 6060: Computer Readable-** Lincoln on-line Training for software (Quick Books). Per Ms. Finney Estrada, it will not be renewed
    - Line Item 6020: Audiovisual** – purchases at Best Buy for video games on sale
  - b) *Ms. Johnson* questioned the expense paid to LEAF on **Line Item 6115: Photocopier Services**  
*Ms. Finney Estrada* advised it was a lease payment for one of the copiers.
4. Ms. Johnson moved to approve the Purchase Card Expenditures made in October in the amount of \$243.91; seconded by Ms. Johnson. Motion passed by unanimous roll call vote of those present.
5. Account Balances – As of November 30, 2021
  - Republic Operating Account: \$334,271.16
  - Republic Capital Reserve Account: \$110,019.14
  - Republic Purchase Account: \$391.27
  - State Street Cash Management Account: \$1,498.63

**Correspondence**

- Resignation letter received from Sophie Brookover, Community Outreach Coordinator.

**Director's Report**

See report. Additional information:

- Launchpads and video games have been added to the collection
- Used Pro Libra (a temp agency) for part-time librarian

**Committee Reports****Finance**

- No more meetings this year.

**Personnel**

- Library Assistants are being interviewed.
- Job descriptions will be posted January/February for Outreach Coordinator, Library Assistant, and Adult Librarian
- Committee is in discussions with Library Staff for fitting remembrance of Stephanie D'Angelico.
- Ms. Johnson proposed, and Mr. Slater seconded a motion, to allow the Director to hire part-time staff with concurrence of the Personnel Committee without the approval of the Board prior to the next Board meeting. Approved by unanimous roll call vote.

**Policy**

- Proposed changes to the Borrowing Policy to be discussed in Unfinished Business.

**Strategic Planning Committee**

- 4<sup>th</sup> quarter evaluation scheduled for January 2022

**Friends of the Library –**

- Spring Fundraiser approved to be held at the Strain Estate (Ingelsby) on Sunday, June 5th

**Building & Grounds**

- Per Ms. Johnson, there are problems with ceiling tiles in the Community Room

**Nominating Committee**

- Members: Ms. McMullin, Ms. Zino, Ms. Kristian

**Unfinished Business**

- Bylaws – Change proposed to add an Electronic Attendance Policy to Article III, Section 1 after paragraph 4 and the current paragraph 5. 2/3s approval needed for change to Bylaws. Ms. Zino made a motion to accept the proposed amendment, Ms. Killion seconded. Motion passed by unanimous roll call vote.
- Borrowing Policy - Additional section added: Item Claimed Returned; Return Policy made consistent for all borrowed items. Ms. Johnson made a motion to update and amend the Borrowing Policy as proposed, seconded by Ms. Zino. Motion passed by unanimous roll call vote

**New Business**

- 2022 Library operating hours. Library will remain closed on Sundays. Sunday hours are expected to recommence in 2022 after determination by the Director. Motion to approve 2022 operating hours made by Ms. Johnson, seconded by Mr. Sannino. Motion passed by unanimous roll call vote.

**Resolution #2021-16: 2022 Hours of Operation, Holidays and Hours**



- 2022 Schedule of Board of Trustees Meetings presented to be posted as per policy. Motion to approve monthly meeting dates made by Ms. Johnson, seconded by Ms. Zino. Motion passed by unanimous roll call vote. **Resolution #2021-17: 2022 Schedule of Library Board of Trustees Meetings**

#### Public Comment

- Concerned about continued understaffing of library

#### Closed Session

- Motion made by Ms. Johnson to go into Closed Session to discuss matters of Personnel; seconded by Ms. McMullin. No action will be taken. Committee went into closed session at 7:45
- Motion made by Ms. Killion and seconded by Ms. Johnson to leave Closed Session. Closed Session concluded at 7:50

#### Board Comments

- Ms. McMullin commented on the value of the Trustee Check-ins; recommended them to others
- Mr. Sannino thanked everyone for his 10+ years on the Board; his term expires December 31<sup>st</sup>; Ms. Finney Estrada in turn, noted that she liked working with him.
- Mr. Fisher-Hughes extended Ms. Roberts wishes for a Happy Holiday

#### Adjournment

Ms. McMullin made a motion to adjourn; Mr. Sannino seconded it. Meeting adjourned at 8:05p.m.

*Next Meeting January 24, 2022*

