

## **Ramsey Free Public Library**

### *Meeting of the Board of Trustees January 11, 2021*

Due to COVID-19 restrictions, the January meeting was held via Zoom. Mrs. Martin continued the January meeting, beginning at 7:36 p.m., immediately following the Annual Meeting. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mrs. McCaskey, Mrs. Rennie, Mrs. Thompson, and Mrs. Thorp, Trustees, Councilman Gutwetter, and Director Latham. Mrs. Ohnegian was absent. The minutes of the December 14, 2020 meeting were accepted as received on motion by Mrs. Martin, seconded by Mrs. Rennie, and passed.

**Correspondence:** None

**Library Board Members Comments:** Mrs. Rennie noted that the number of activities as well the circulation and attendance statistics were great for the situation brought about by the pandemic. Mayor Dillon also commented that Director Latham's dedication to programming is amazing and she suggested that a photo be taken of the tables with the craft bags.

**Treasurer's Report:** Mr. Bogaenko had forwarded the December financial reports which were reviewed. He summarized the over/under status of the various budget categories. The surplus is approximately \$58,000. Upon motion by Mr. Bogaenko, seconded by Mrs. FitzPatrick, approval to pay the December bills was unanimously passed. The treasurer's report was received and filed for audit.

**Director's Report:** Director Latham shared summary numbers (circulation, attendance, visits) for both 2019 and 2020. In February, he will provide the complete annual report. He highlighted some positives for 2020. Digital circulation rose by 63%. Despite the limitations imposed by the pandemic, there were over 9,000 attendees for the almost fully virtual programs and events.

Director Latham worked with the representatives from Kanopy and the NYTimes and both services are set to launch in January. Kanopy launched on Monday, January 11<sup>th</sup>.

Director Latham provided an update regarding RB Digital which has been purchased by Overdrive. RB Digital had provided all of the library's digital magazines. Now all digital magazines will be available through the Libby product through Overdrive which is also BCCLS' primary source for eBooks and eAudiobooks. There is no net increase in cost to BCCLS libraries with the product change. Since this will be a transition for the library's patrons, materials which are available on the library's website have been created to help provide guidance. The Ramsey library independently purchased a product from RB Digital to provide access to AcornTV (BBC TV shows) and other media content.

The Friends of the Ramsey Library recently updated their mission statement which will be added to their page on the library's website. They are once again selling used books and items, with some safety restrictions and guidelines in place. A possible spring book sale is being looked into. They are also working with Director Latham on their annual appeal fundraiser which will not be mailed but will be available online.

In January, Director Latham plans to train several staff members on Overdrive Advantage so that they can take over the job of purchasing collections in digital format.

Director Latham will begin working on the annual staff reviews, which will actually be two-year reviews due to the pandemic. In addition to looking at the individual work of staff members, the reviews will give him the opportunity to look at the overall goals of the library and its organizational structure.

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Ms. Moya began work as the Head of Circulation on Monday, January 4<sup>th</sup>. She is being trained on the necessary software and procedures as she becomes familiar with her various management duties.

One of the library's part-time staff members asked for an unpaid leave of absence. Director Latham consulted with Mrs. Martin, Borough Attorney Scandariato, and Borough Administrator Vozeh and a six-month unpaid leave was granted. Hours can be given to other part-time staff members to cover the duties and assignments of the staff member on leave as long as the resulting hours remain under the part-time threshold. Mrs. Martin asked if the situation was vetted through the union; it had not been vetted.

Director Latham would like to have three minor physical plant projects, adding the new access point to increase outdoor Wi-Fi signal strength, hardwiring the outdoor sign connection to the staff room, and fixing the dumpster area fencing, completed in January.

In December, Director Latham had provided the proposed 2021 Ramsey Free Public Library Holiday Schedule in the monthly packet. There was considerable discussion about things which were not spelled out in the union contract regarding those holidays. Based on the discussion, Director Latham re-wrote the holiday schedule for approval. He noted that there was a question as to whether the weekends of both Memorial Day and Labor Day had been past practice which appears to be the case. The union contract only lists Memorial Day and Labor Day as holidays, not the full weekends. His recommendation was to approve the holidays that have been past practice for 2021. However, there are ongoing contract negotiations where this topic should be brought up, negotiated, and officially included in the final contract. Currently, there are three instances where past practice holidays are not cited in the contract, Memorial Day weekend and Labor Day weekend as well as Easter Sunday. For 2021, Director Latham recommended the library should close on Christmas Day (Saturday) and Christmas Eve (Friday), and provide an additional floating holiday to cover the contractual requirement to also observe holidays on Fridays if they fall on a Saturday. For New Year's, he recommended closing on New Year's Day (Saturday), closing early on New Year's Eve (Friday), and then providing an additional floating holiday for the observed day on Saturday. Upon motion by Mrs. Martin, seconded by Mrs. Rennie, the 2021 holiday schedule as presented was unanimously approved. It was again noted that Easter Sunday, Memorial Day weekend, and Labor Day weekend as well as guidelines for Sundays should be revisited during contract negotiations.

**Consent Resolution:** None

**Public Comment:** None

**Unfinished Business:** None

**New Business:** None

At 8:06 p.m., the meeting was closed on motion by Mrs. Martin, seconded by Mrs. McCaskey, and passed



