

Ramsey Free Public Library

Meeting of the Board of Trustees May 11, 2020

Due to COVID-19 restrictions, the May meeting was held via Zoom. The meeting was called to order at 7:36 p.m. by Mrs. Martin with the reading of the public meeting law. Also present were Mr. Bogaenko, Mayor Dillon, Mrs. FitzPatrick, Mrs. Knauss, Mrs. McCaskey, Mr. Phelan, Mrs. Rennie, and Mrs. Thompson, Trustees, Councilman Gutwetter, and Director Latham. Mrs. Ohnegian was absent. The minutes of the April 13, 2020 meeting were accepted as received on motion by Mrs. Rennie, seconded by Mrs. FitzPatrick, and passed.

Correspondence: None

Library Board Members Comments: None

Treasurer's Report: Mr. Bogaenko provided a combination March/April financial report, focusing on the April report. He noted that checks are being processed as usual. Since it is early in the year, adjustments will need to be made to the budget. Despite the library being closed, utilities are still being used; \$1,065 for fines is showing up as other income. The charge for the audit was \$6,000. Upon motion by Mr. Bogaenko, seconded by Mrs. Rennie, approval to pay the April bills was unanimously passed.

Director's Report: By order of Governor Murphy, the library remains closed. The staff is working from home, creating numerous virtual events, classes, storytimes, videos, activities, guidance materials, staff recommendations, and recipe sharing. A recipe book may be created. Virtual ESL conversational classes may be up and running soon. Using the library's Zoom account, larger events are being held online, including a children's magic show with approximately 125 online attendees. There have been art classes for children and adults, yoga for adults, virtual reading dogs, and trivia events. Upcoming in May are a children's concert, a book club, a gardening lecture, a home organizing lecture, a Medicare seminar, and art classes. There were twelve live events using Zoom in April with 287 attendees; there were forty-nine YouTube sessions with 1832 views. Patron response has been very helpful with nearly maximum registration and much positive feedback.

Director Latham has a BCCLS Executive Committee meeting on Wednesday, May 13th. No adjustment to BCCLS fees has been discussed yet. There is a System Council meeting coming up soon.

At the April board meeting, the topic of overtime was discussed. Automatic overtime for full-time staff working on Saturdays has now been eliminated. A notice was sent to the union to inform it of the action.

Director Latham, Assistant Director Elwell, Ms. Burnette, and Ms. Suarez are working on a modified summer reading program with plans for a virtual and/or a contactless

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experience. They are researching programs for a virtual environment and outside groups are being booked into virtual time slots. Other topics under discussion include registration, reading tracking, prizes/digital prizes, and crafts. For example, craft kits may be developed which can be taken home. The steps for creation of the craft would then be available online. The NJLA has offered READsquared online reading program software for free to public libraries. Its structure is almost complete for Ramsey's summer reading program.

Additional funds are being put into the Overdrive Advantage collection through donation funds and savings from less purchasing of physical items. Circulation is up in the Hoopla (504) and RB Digital (255) collections. It is expected that the same is true for Libby circulation; statistics for that circulation are generated through BCCLS.

Regarding the museum pass program, Assistant Director Elwell has been working to switch the entire system to new software, MuseumKey. Additionally, the same company offers software which allows patrons to reserve unique items like STEM kits, video game consoles, and other items from the Tech Lending program. Currently, Tech Lending items cannot be reserved; patrons also cannot see what items are available online. This new software will allow patrons to see what items are available and put them on hold for pickup. The Friends of the Ramsey Library have agreed the best option is to have the library take over the museum pass program in full. The Friends will still fund the program but, going forward, the library will pay the bill directly. At the most recent FORL meeting, held on Monday, May 4th via Zoom, the Sunday concert program as well as the museum pass program, both of which the Friends fund, were discussed. At that time, the renewal of the museum passes was put on hold due, in part, to a lack of information about how the program will work in the near future. Additionally, some of the museums have significantly raised their prices this year. Regarding the Sunday concerts, Director Latham has cancelled all concerts for the foreseeable future until more is known about distancing restrictions in the next few months. The Friends will wait until their June meeting to allocate funds for the summer reading program. At that time, Director Latham should be able to present them with a slate of events, program structure, and costs.

Director Latham and Assistant Director Elwell are working on re-opening plans. He has taken some webinars dealing with re-opening. In the monthly packet, he had included a detailed re-opening plan for board consideration. It will be discussed by the Library Board's executive committee, Mrs. FitzPatrick, Mrs. Martin, and Mr. Phelan, at their next meeting. Mayor Dillon questioned temperature checks upon entering the library due to HIPAA privacy concerns. Director Latham indicated that he wanted to be able to move quickly when Governor Murphy says that libraries can open. Returned items will need to be quarantined; a system for curbside pick-up will need to be developed. He is securing PPE supplies and getting prices for such equipment as acrylic dividers/plexiglass shields.

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He is putting together a list of vendors for items which will be needed upon re-opening such as stickers to direct foot traffic.

Consent Resolution: None

Public Comment: None

Unfinished Business: Mr. Bogaenko noted that the library's alarm is still not working. Anthony Reganato will be brought back to the library.

New Business: None

At 8:08 p.m., the meeting was closed on motion by Mrs. Rennie, seconded by Mayor Dillon, and passed.