

MOUNT OLIVE PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

September 15, 2020

A. Roll Call

- President Marion Fleischner (via teleconference) called the meeting to order at 6:33 PM and began the meeting by initiating roll. Present were Mauro Magarelli - Library Director; Joanne Onorevole – Vice President; Matthew Robinson - Superintendent’s Alternate (via teleconference), Vranda Kamath – Trustee-at-Large, and Rhonda Cohen – Business Manager. Absent were Drew VanDam - Treasurer, Beth Blakey – Secretary, and Meghan Tava- Mayor’s Alternate.

B. Compliance with Open Meetings Act

- The meeting is being held in compliance with the *Open Public Meetings Act*. Notice has been sent to the newspapers (Daily Record and Mt. Olive Chronicle), the Township Clerk and is posted in the Township Library.

C. Public Comments: None

D. Agenda Review

- Public request for items to be on the agenda: None.
- Board request for items to be added to agenda: None

E. Approval of Minutes

- A **motion to approve** the minutes for the July 13, 2020 Regular Monthly meeting for the Library’s Board of Trustees was made by J. Onorevole and seconded by M. Fleischner. **Motion approved unanimously.**

F. President’s Report - None

G. Action on Bills

- A **motion to approve the August 2020 Bills List** was made J. Onorevole and was seconded by V. Kamath. **Motion approved with one abstention.**
- R. Cohen, the Business Manager, explained all expenses, as most had to do with purchasing items to comply with Covid standards.
- A **motion to approve the September 2020 Bills List** was made J. Onorevole and was seconded by V. Kamath. **Motion approved with one abstention.**
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H. Financial Reports

- The Library Director, along with the Business Manager, reiterated to the Board of Trustees that there has been little income as a result of the Library not opening to comply with Covid standards; therefore, this could result in a short fall at the end of the year.
- A **motion to approve the August 2020 Financial Report** was made by J. Onorevole and was seconded by M. Robinson. **Motion approved unanimously.**
- A **motion to approve the September 2020 Financial Report** was made by V. Kamath and was seconded by M. Robinson. **Motion approved unanimously.**

I. Library Director's Report

- The Inter-Library Loan (via MAIN on Tuesday, Thursday, and Friday has resumed effective September 14, 2020
- M. Magarelli presented Phase III of MOPL COVID-19 response and reopening plan. The phase III plan incorporates resuming limited library services involving the following:
- **Beginning September 28, 2020**
 - 6 days a week w/ 2nights: M & Th – 12-8; Tu, W, F–9-5; Sat – 10-2; Sun – Closed
- **Services allowed during Phase 3 reopening:**
 - Limited Browsing (1 hour maximum, no appointment necessary)
 - 2 Cordless scanners have been purchased to enable contactless checkout o Computer usage, Faxing, Printing (Via appointment only)
Curbside pickup still available
Limited programming inside/outside (TBD based on type of programming)
Browsing/ Computer the children's department (Via appointment only)
 - Barrier will be placed to prohibit wandering into children's dept.
 - Friends allowed to work in the basement.
- **Services NOT allowed during Phase 3 reopening (Unless Gov. specifically allows)**
 - No in-house reading, studying or tutoring Tables and chairs to be removed o Magazine area closed
 - Tables and chairs to be removed
No meeting rooms allowed for usage
Children's gathering areas, toy areas and coloring areas closed
- **Building Capacity**
 - 25 patrons as per Governor's current order (subject to change)
- **A motion to approve the Phase III- Library Reopening Plan** was made by M. Fleischner and was seconded by B. Blakey. **Motion approved unanimously.**

J. Committee Reports

1. **Personnel/Staffing:** none
2. **Finance and Budget:** none
3. **Policy:** none
4. **Buildings/Grounds:**
 - A colony of yellow jackets invaded the areas by the great window. The exterminator has come three times to eliminate the problem.
 - According to the contractor there is significant damage to the roof, most likely caused by Tropical Storm, Isaias on August 4, 2020, awaiting estimates.
5. **Technology:**
 - We have added three (3) cameras to the "staff" parking lot area with one focused on the dumpster, front, and parking lot.
6. **Fundraising/Grants:** none
7. **Negotiations:** none
8. **Professional Development:** none

K. Friends of the Library:

- The Board of Trustees has granted the Friends permission to return to work in the basement.

L. New Business:

- **A motion to change the date for the upcoming October 2020 meeting to Wednesday, October 14, 2020** was made by M Fleischner and seconded by Onorevole. **Motion passed unanimously.**

M. **Unfinished Business/Action Items:** none

N. **Board Comments:** none

O. **Adjournment**

- A **motion to adjourn** the meeting was made by M. Robinson and was seconded by V. Kamath. **Motion approved unanimously.**
- Meeting adjourned at 7:17 PM.
- The next meeting is scheduled for Wednesday, October 14, 2020 at 6:30PM.

Marion Fleischner, President Date:

Beth Blakey, Secretary Date:
Written by M. Fleischner