

**Palisades Park Library  
Board of Trustees Meeting  
September 10, 2020**

**Meeting Called to Order**

7:02 PM by Joe Ferguson

**Roll Call-Maureen Tansey**

**Present**

Lee Hsieh  
Fran Beck  
Maureen Tansey  
Rich Giacabone  
Joe Ferguson  
Carol Ferguson  
Katie Piano (Director)

**Absent**

Alice Albanese  
Sophie Lee

**Acceptance of Minutes**

Minutes of the August meeting were not accepted at this time.

**Treasurer's Report-Carol Ferguson**

No report at this time.

**President's Report-Joe Ferguson**

Joe reported that the Mayor and Council have approved funds for roof repair/replacement for the Library. We have had an increased amount of leaks and areas of the roof can longer be patched.

**Director's Report-Katie Piano**

The Library phone lines have been down since August 25, 2020. Katie has been in constant contact with Verizon but the system has yet to be repaired by them. They have rescheduled several times and the new date they provided is September 16, 2020. She will keep the Board President informed.

Summer Reading was successful considering the current pandemic situation. The participants were enthusiastic and several patrons sent pictures and notes of thanks to the Library.

Curbside continues to be utilized by patrons with a total of 572 pick ups and 8000 in circulation. Palisades Park Library is at 42% of non Covid times, which is in line with BCCLS numbers.

Various new Virtual programming has been implemented. BrainFuse, a tutor type program is one of the exciting additions.

On October 8, 2020 the new self checkout system should be available.

For participating in the Census 2020 program the Library will receive funds and electronic equipment. Census total response is at 60% in Palisades Park. We hope to see that increase.

A Graphic Design Professor from Seton Hall University has offered to create a Logo for the Library at no cost. Katie we keep the Board posted on the progress.

New premade Library cards will be purchased. Katie is looking at styles and designs and will keep the Board posted once a decision is reached.

***Library Policy Changes during Covid Crisis for reopening plan.***

***Including but not limited to: Face coverings, hand washing, Social Distancing. These are temporary Covid Policies and can be revisited as needed.***

77 Libraries in BCCLs have increased the number of holds a patron can have. Patrons are excited to have the ability to hold more items.

Katie has reached out to the schools to inform them although the physical library building is closed to the public, they are very much available and accessible to the student's needs.

Signage has been posed around the Borough to remind the residents that the Library is still working albeit virtually.

We will remain fine free until December 2020. Programs will remain virtual until 2021.

Katie requested \$5795 to purchase a much needed Book Drop.

Katie requested an outdoor "Pop Up Event" where books would be brought outside on carts for patrons to have the ability to browse and borrow. Date to be determined.

Katie requested that we hire a part time assistant librarian at \$30-\$35 per hour contingent on experience.

Joe made a motion to allow Katie to search for a part time assistant librarian, she can narrow it down to the best 2 candidates, provide the Board with their resumes; 2nd by Lee Hsieh; all in favor; so moved.

Joe made a motion to approve the Pop Up Event; 2nd by Maureen Tansey; all in favor; so moved.

Joe made a motion to allocate funds for the Book Drop purchase; Roll Call:

Fran Beck-yes, Maureen Tansey-yes, Lee Hsieh-yes, Carol Ferguson-yes, Joe Ferguson-yes, Rich Giacabone-yes. Unanimous

Joe made a motion to remain fine free until 12/2020; 2nd by Lee Hsieh; all in favor; so moved.

Joe made a motion to have programs be virtual until 2021; 2nd by Maureen Tansey; all in favor; so moved.

Joe made a motion to accept the Temporary Covid Policies; 2nd by Fran Beck; all in favor so moved.

**New Business**

The Director will continue to secure supplies to be prepared for reopening. Items such as, hand soap, sanitizer, disinfectant wipes, etc.

At 7:30 pm Joe made a motion to close Open Session and go to Closed Session. 2nd; by Rich Giacabone; all in favor.

**Closed Session**

### **Return to Open Session @7:56 PM**

Joe made a motion to return to open session; 2nd by Fran Beck; all in favor; so moved.

### **Personnel**

Joe made a motion to hire Ilyah Meklakh as Circulation Assistant at \$12 per hour not to exceed 24 hours per week; 2nd by Maureen Tansey. Roll Call: Lee Hsieh-yes; Joe Ferguson-yes; Carol Ferguson-yes; Rich Giacabone-yes; Fran Beck-yes; Maureen Tansey-yes.

Morning custodian employment terminated. Joe made a motion to terminate; 2nd Rich Giacabone. Roll Call: Fran Beck-yes; Carol Ferguson-yes; Joe Ferguson-yes; Lee Hsieh-yes Rich Giacabone-yes; Maureen Tansey-yes.

Joe made a motion to allow the Director to conduct a search for a part time Librarian for \$30 to \$35 per hour. Katie will present the 2 best candidates to the Board and a decision will be made. 2nd; Lee Hsieh; all in favor; so moved.

Joe made a motion to allow the Director to conduct a search for part time morning custodian; 2nd Carol Ferguson. The Director will interview potential candidates, discuss duties, pay and hours and present to the Board for confirmation.

Joe made a motion to give a 3%, 1 year, retroactive (Jan.1, 2020) raise for Director-Katie Piano and Librarian-Rachel Stephenson; 2nd; Carol Ferguson; Maureen Tansey-yes; Rich Giacabone-yes; Fran Beck-yes; Joe Ferguson-yes; Lee Hsieh-yes; Carol Ferguson-yes.

### **Motion to Adjourn**

Joe made a motion to adjourn; 2nd by Lee Hsieh; all in favor; meeting adjourned at 8:15 PM