

CAMDEN COUNTY LIBRARY COMMISSION MEETING MINUTES

DATE: January 10, 2023

LOCATION: M. Allan Vogelson Branch

PRESENT: Joseph Tortorelli, Robert Weil, Suzanne Fox, Pat Abusi, Linda Devlin.
County Counsel: Howard Goldberg. Staff: Jennifer Druce, Lauren Callahan, Antonella Kressel, Barbara DelPidio.

The regular meeting of the Camden County Library Commission was held in compliance with Open Public Meeting Act N.J.S.A. 10:4-6 to 10:4-12.

CLOSED SESSION: Commissioner Weil presented a motion to go into closed session and it was seconded by Commissioner Abusi. Resolution #1-23 approved closing the meeting to discuss personnel issues in accordance with C10:4-13 of the Open Public Meetings Act.

Commissioner Weil presented a motion to open the meeting to the public; the motion was seconded by Commissioner Fox. The motion passed unanimously.

MINUTES: Commissioner Weil presented a motion to accept the minutes for the December 2022 regular meeting; the motion was seconded by Commissioner Fox. The regular minutes for December 2022, was unanimously approved.

FINANCIAL STATEMENTS: December 2022 statements are not available.

BILLS AND VOUCHERS: Commissioner Fox presented a motion to accept the bills and vouchers for December 2022; the motion was seconded by Commissioner Abusi and Resolution #2-23, approving the bills and vouchers for December 2022, was unanimously approved.

HUMAN RESOURCES REPORT: Commissioner Fox presented a motion to accept the appointments and resignations for December 2022, the motion was seconded by Commissioner Weil and Resolution #3-23, approving the appointments and resignations for December 2022, was unanimously approved.

DIRECTORS REPORT:

Ms. Devlin announced that Library staff attended an information session on becoming a Labor and Literacy Library, a program administered by the New Jersey State Library. The program supports New Jersey libraries as they assist patrons who are seeking digital literacy skills, Adult Basic Education, English Language Learning, and job search assistance.

Ms. Devlin announced that the Library has obtained a license for Northstar Digital Literacy. Learning resources include classroom curriculum and Northstar Online Learning, which provides self-directed instruction and practice for individuals. Included are basic computer digital literacy standards and modules in essential computer skills, essential software skills, accessing telehealth appointments, supporting K-12 distance learning and your digital footprint.

Ms. Devlin announced that the Library is offering a series of business classes in January and February in partnership with UDEDC. The classes include Basics of Financing Your Business, QuickBooks Basics, Understanding Your Financial Statements and Projecting Financial Results.

Associate Director Jennifer Druce updated the Commission on the following:

The Library is still facing staffing challenges but thanks to the librarians and library assistants throughout the system for filling in, the branches have been able to stay open and offer services to the communities.

AARP and VITA tax preparation services will be offered beginning in February. More information will be forthcoming.

Ms. Devlin presented the Commissioners with the Library's 2022 Year in Review report. The report outlines Library events, honors and awards, and activities that achieved and exemplified the 2022 vision of Diversity and Inclusion, Meeting Community Needs, and Business and Employment Resources.

Ms. Devlin presented the Commissioners with the Library's 2023 Vision and Goals. This document is a shared vision which was developed by the Library's Management Team. The document includes specific goals that align with the vision of aligning services with community needs, increase awareness of the Library, building digital equity, diversity and inclusion, and supporting the Library staff.

Commissioner Abusi presented a motion to accept the Director's Report; the motion was seconded by Commissioner Weil and the Director's Report was unanimously approved.

CONTINUING BUSINESS:

NEW BUSINESS:

Authorizing the Camden County Library System to Utilize the County Finance System: Commissioner Weil presented a motion to authorize the Camden County Library System to Utilize the County Finance System; Commissioner Fox seconded the motion and Resolution #4-23 was unanimously approved.

2023 Increases, Non-Represented Staff: Commissioner Abusi presented a motion to approve delegating the authority to make purchases and enter into contracts under \$17,500 to the Library Director; Commissioner Fox seconded the motion and Resolution #5-23 was unanimously approved.

Authorization to Sign Requisitions, Vouchers and Purchase Orders: Commissioner Weil presented a motion to approve the authorization to sign requisitions, vouchers and purchase orders; Commissioner Fox seconded the motion and Resolution #6-23 was unanimously approved.

Add item of revenue and appropriation to the 2023 budget in the amount of \$500: Commissioner Fox presented a motion to approve adding item of revenue and appropriation to the 2023 budget in the amount of \$500; Commissioner Abusi seconded the motion and Resolution #7-23 was unanimously approved.

Revised 2023 Increases, Non-Represented Staff: Commissioner Weil presented a motion to approve the revised 2023 Increases, Non-Represented Staff; Commissioner Fox seconded the motion and Resolution #8-23 was unanimously approved.

Shared Services Agreement with the Camden County Improvement Authority (CCIA) for Facility Management Training Services for the Camden County Library System: Commissioner Weil presented a motion to approve the Shared Services Agreement with the Camden County Improvement Authority (CCIA) for Facility Management Training Services for the Camden County Library System; Commissioner Fox seconded the motion and Resolution #9-23 was unanimously approved.

OTHER COMMISSION BUSINESS:

PUBLIC PORTION:

ADJOURNMENT: Commissioner Fox presented a motion to adjourn the meeting; Commissioner Weil seconded the motion, and it was unanimous to adjourn the meeting.

Respectfully submitted,

Linda A. Devlin, Director
January 11, 2023



Certified by _____
Linda A. Devlin, Director

Date: January 11, 2023