

**CAMDEN COUNTY LIBRARY COMMISSION
MEETING MINUTES**

DATE: October 13, 2020

LOCATION: Virtual Meeting via Zoom, 11:00 a.m.

PRESENT: Jennie Owens, James Clarke, Joseph Tortorelli, Robert Weil, Sam Cass, Linda Devlin. County Counsel: Ilene Lampitt. Staff: David Lisa, Antonella Kressel, Lauren Callahan, 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 Tortorelli presented a motion to go into closed session and it was seconded by Commissioner Clarke. Resolution #70-20 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 and the motion was seconded by Commissioner Cass. The motion passed unanimously.

MINUTES: Commissioner Tortorelli presented a motion to accept the minutes for the September 2020 regular meeting and the motion was seconded by Commissioner Weil. The regular minutes for September 2020 were approved.

FINANCIAL STATEMENTS: Commissioner Cass presented a motion to accept the financial statements for August 2020; the motion was seconded by Commissioner Tortorelli and Resolution #71-20, approving the financial statements for August 2020, was unanimously approved.

The financial statements for September 2020 will be presented at the November 2020 Regular Library Commission Meeting.

BILLS AND VOUCHERS: Commissioner Tortorelli presented a motion to accept the bills and vouchers for August 2020 and September 2020; the motion was seconded by Commissioner Cass and Resolution #72-20 and #73-20, approving the bills and vouchers for August 2020 and September 2020, were unanimously approved.

HUMAN RESOURCES REPORT: Commissioner Tortorelli presented a motion to accept the appointments and resignations for September 2020, the motion was seconded by Commissioner Cass and Resolution #74-20, approving the appointments and resignations for September 2020, was unanimously approved.

DIRECTORS REPORT:

Ms. Devlin announced that the Library reopened to the public on September 14. The Merchantville and Nilsa Cruz-Perez Downtown branches are not open to the public but are providing no contact pickup.

Ms. Devlin thanked the staff for their hard work in preparing the branches for a safe and successful reopening, especially the IT department, Maintenance Department, the Business Office, the Reopening Planning Team and the Branch Managers. It was an extraordinary team effort.

Ms. Devlin announced that Jennifer Druce starts as Associate Director of Public Services on October 18.

Ms. Devlin announced that the renovations at the Vogelson Branch are continuing. A large order of new furniture was delivered and installed last week. The new children's program room is being built. The new cabinetry is being installed in the program room and the new children's office area.

Ms. Devlin announced that the Nilsa Cruz Perez and Ferry Avenue Branches are providing free breakfasts provided by the South Jersey Foodbank to children on Fridays through December and the South County and Gloucester Township branches have qualified and will be offering free breakfasts soon.

Ms. Devlin announced that several branches and Literacy Volunteers of America-Camden County have plans to try some socially distanced outdoor programming. The South County branch is going to host an outdoor gaming event at the end of October and on Monday, October 19 the Youth Services Department is planning a story time at Connolly Park in Voorhees.

Ms. Devlin announced that the New Jersey Library Trustee Association will be virtual this year on Saturday, October 17 from 9:00-1:00. Some of the items on the agenda include Employment Law in the Age of COVID-19 and Trends & Topics in Library Security & Safety: Keeping Staff and Patrons Safe in the New Normal.

Ms. Devlin is planning to provide services that will help residents impacted by COVID-19. She will put together targeted goals such as support for remote learners and homeschoolers, families working from home, the digital divide, economic recovery for small businesses and job seekers and mental health resources.

Ms. Devlin announced that the Budget Committee will meet on October 29 and present the 2021 operating budget at the November regular Library Commission Meeting.

Ms. Devlin announced that there was over \$300,000 in unanticipated expenses through November due to COVID-19 that have been submitted for CARES Act reimbursement.

Ms. Devlin announced that circulation increased 25%, card sign-ups increased 117%, reference and other questions answered increased 300% and literacy students increased by 16% in September.

The Director's Report was unanimously approved.

CONTINUING BUSINESS:

NEW BUSINESS:

Appointment of South County Branch Manager: Commissioner Tortorelli presented a motion to the provisional appointment of Ryan Lammers to the position of Librarian 3+, Branch Manager of the South County Branch effective November 15, 2020; Commissioner Weil seconded the motion and Resolution #75-20 was unanimously approved.

Temporary Appointment of Temporary Branch Manager: Commissioner Tortorelli presented a motion to the temporary assignment of Christina Eckenroth to the position of Librarian 3+ (Principal Librarian Plus) at the South County Branch effective October 18, 2020; Commissioner Cass seconded the motion and Resolution #76-20 was unanimously approved.

Commissioner Owens presented Items C, D and E in a block:

Authorization to sign Requisitions, Vouchers and Purchase Orders: This resolution authorizes Linda Devlin and Jennifer Druce to be the authorized signers on all requisitions, vouchers and purchase orders or documents under the direct control of the Library Commission for the year 2020 beginning October 18, 2020.

Authorization to sign the (Fees) checking account maintained at TD Bank: This resolution authorizes Linda Devlin and Jennifer Druce to be the authorized signers on the (fees) checking account maintained at TD Bank beginning October 18, 2020.

Authorization to sign on the petty cash checking account maintained at TD Bank: This resolution authorizes Linda Devlin, Jennifer Druce and Antonella Kressel to be the authorized signers on the petty cash checking account maintained at TD Bank beginning October 18, 2020.

Commissioner Clarke presented a motion to approve Items C, D and E, Authorization to sign Requisitions, Vouchers and Purchase Orders, Authorization to sign the (Fees) checking account maintained at TD Bank and Authorization to sign on the petty cash checking account maintained at TD Bank; Commissioner Cass seconded the motion and Resolutions #77-20 #78-20 and #79-20 were unanimously approved.

Pay to Play – Proquest: Commissioner Weil presented a motion to authorize the Non-fair and Open Contract with Proquest, LLC. in an amount not to exceed \$38,149.88; Commissioner Cass seconded the motion and Resolution #80-20 was unanimously approved.

Pay to Play – EBSCO: Commissioner Weil presented a motion to authorize the Non-fair and Open Contract with EBSCO in an amount not to exceed \$57,607.00; Commissioner Cass seconded the motion and Resolution #81-20 was unanimously approved.

Add item of revenue and appropriation to the 2020 Literacy Budget: Commissioner Tortorelli presented a motion to add item of revenue and appropriation to the 2020 literacy budget-Health and Services Grant in the amount of \$18,000; Commissioner Cass seconded the motion and Resolution #82-20 was unanimously approved.

Add item of revenue and appropriation to the 2020 Budget: Commissioner Tortorelli presented a motion to add item of revenue and appropriation to the 2020 budget-2020 Libraries Lead in the amount of \$1,000; Commissioner Cass seconded the motion and Resolution #83-20 was unanimously approved.

Pay to Play- Konica Minolta Business Solutions, Microsoft 365 and Microsoft Office Standard: Commissioner Weil presented a motion to authorize the Non-fair and Open Contract with Konica Minolta Business Solutions, Microsoft 365 and Microsoft Office Standard in an amount not to exceed \$18,400; Commissioner Cass seconded the motion and Resolution #84-20 was unanimously approved.

Award of Contract, SHI International Corp, SOPHOS Antiviral Software: Commissioner Clarke presented a motion to authorize the Award of Contract, SHI International Corp, SOPHOS Antiviral Software in an amount not to exceed \$21,499.35; Commissioner Cass seconded the motion and Resolution #85-20 was unanimously approved.

OTHER COMMISSION BUSINESS: Commissioner Owens announced that she has heard nothing but positive feedback from the public about library services and staff.

PUBLIC PORTION:

ADJOURNMENT: Commissioner Tortorelli presented a motion to adjourn the meeting; Commissioner Cass seconded the motion and it was unanimous to adjourn the meeting.

Respectfully submitted,

Linda Devlin, Director
October 13, 2020



Certified by _____

Linda Devlin, Director

Date: _____

October 13, 2020