

**CAMDEN COUNTY LIBRARY COMMISSION
MEETING MINUTES**

DATE: August 11, 2020

LOCATION: Virtual Meeting via Zoom, 12:00 p.m.

PRESENT: Jennie Owens, Joseph Tortorelli, Robert Weil, Sam Cass, Pat Abusi, 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.

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

FINANCIAL STATEMENTS: Commissioner Weil presented a motion to accept the financial statements for June 2020; the motion was seconded by Commissioner Tortorelli and Resolution #51-20, approving the financial statements for June 2020, was unanimously approved.

BILLS AND VOUCHERS: Commissioner Weil presented a motion to accept the bills and vouchers for July 2020; the motion was seconded by Commissioner Cass and Resolution #52-20, approving the bills and vouchers for July 2020, was unanimously approved.

HUMAN RESOURCES REPORT: Commissioner Weil presented a motion to accept the appointments and resignations for July 2020, the motion was seconded by Commissioner Cass and Resolution #53-20, approving the appointments and resignations for July 2020, was unanimously approved.

DIRECTORS REPORT:

Ms. Devlin announced that all branches of the Camden County Library System began offering no contact pick up on July 8. Patrons may place items on hold via the online catalog or by calling a centralized holds phone number.

Ms. Devlin announced that the Library will be offering Saturday no contact pick up beginning August 22 from 11:00 am – 1:00 pm.

Ms. Devlin announced that other new expanded remote services scheduled to begin in August are as follows:

- Lending hotspots and Chromebooks will be offered to communities throughout the County to help bridge the digital divide and provide internet and technology access even when our doors are closed.
- No contact copy / fax / printing services
- Expansion of our centralized holds line to service all types of library related questions, such as reference and tech support; centralized call line will be available all day.
- Socially distanced outdoor programming in the fall with the Camden County Parks Department.

- Assistance by appointment via phone or Zoom.
- Enhanced outdoor Wi-Fi that will be advertised as a library service.

Ms. Devlin announced that through the South Jersey Food Bank both the Riletta L. Cream Ferry Avenue Branch and the Nilsa I. Cruz-Perez Downtown Rutgers Branch will be offering curbside summer meals, breakfast and lunch, to children in the area through September 4.

Ms. Devlin announced that the number of reference questions answered increased by over 24%, the Summer Reading Program increased by over 167%, Literacy classes increased by 7% and other programs increased by 78% as compared to June 2020

The Director's Report was unanimously approved.

CONTINUING BUSINESS:

NEW BUSINESS:

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 Census Grant in the amount of \$1,600; Commissioner Cass seconded the motion and Resolution #54-20 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 budget-Adult Literacy Skills Grant in the amount of \$110,022.55; Commissioner Cass seconded the motion and Resolution #55-20 was unanimously approved.

Add item of revenue and appropriation to the 2020 Budget: Commissioner Weil presented a motion to add item of revenue and appropriation to the 2020 budget-Best Early Literacy Grant in the amount of \$1,000; Commissioner Tortorelli seconded the motion and Resolution #56-20 was unanimously approved.

Commissioner Owens presented Items E and F in a block:

Revision to Policy CIR-3, Loan Periods and Loan Limits:

Ms. Devlin reviewed the lending policies for the Verizon Wireless 4G LTE Jetpack (mobile hotspot): One (1) per household at a time, borrowing patron must be 18 or over, patrons must have a resident borrower card and live in a member community, patrons must owe less than \$10.00 on their account, holds can be placed on mobile hotspots, two week loan, no renewals and when national health organizations or local health departments recommend quarantine of returned materials, all returned materials will be discharged after the recommended quarantine period is complete.

Revision to Policy CIR-8, Fees:

Ms. Devlin reviewed the fees for the Verizon Wireless 4G LTE Jetpack (mobile hotspot): \$1.00/day if late, maximum of \$20.00 in extended use fees and \$100.00 for lost or damaged items. Service will shut down if the device is not returned on time. Devices are managed through a web portal where IT can view connection status and location. When an item is not returned, IT can remotely disconnect the mobile hotspot.

Unlimited data plans for each mobile hotspot is \$37.99/month

Twelve month annual cost for the hotspot lending program is \$27,352.80

Commissioner Tortorelli presented a motion to approve Items E and F, Revision to Policy CIR-3, Loan Periods and Loan Limits and Revision to Policy Cir-8, Fees; Commissioner Cass seconded the motion and Resolutions #57-20 and #58-20 were unanimously approved.

OTHER COMMISSION BUSINESS: Commission Owens praised the Library for their services during this difficult time.

PUBLIC PORTION: Julie Tozer, Branch Manager of the Nilsa I. Cruz-Perez Downtown Rutgers Branch announced that the curbside summer meal program began today at the branch.

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
August 12, 2020



Certified by _____

Linda Devlin, Director

Date: _____

8/12/20