

CAMDEN COUNTY LIBRARY COMMISSION MEETING MINUTES

DATE: January 11, 2022

LOCATION: Virtual Meeting via Zoom, 5:30 p.m.

PRESENT: Joseph Tortorelli, Jennie Owens, Robert Weil, Pat Abusi, LaVonya B. Wilson-Mitchell, Linda Devlin. County Counsel: Ilene Lampitt. Staff: Jennifer Druce, 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 Weil presented a motion to go into closed session and it was seconded by Commissioner Owens. Resolution #1-22 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 Abusi. The motion passed unanimously.

MINUTES: Commissioner Owens presented a motion to accept the minutes for the December 2021 regular meeting and the motion was seconded by Commissioner Weil. The regular minutes for December 2021 was unanimously approved.

FINANCIAL STATEMENTS: Commissioner Abusi presented a motion to table the financial statements for December 2021; the motion was seconded by Commissioner Owens. Tabling the financial statements for December 2021 was unanimously approved.

BILLS AND VOUCHERS: Commissioner Weil presented a motion to accept the bills and vouchers for December 2021; the motion was seconded by Commissioner Owens and Resolution #2-22, approving the bills and vouchers for December 2021, was unanimously approved.

HUMAN RESOURCES REPORT: Commissioner Weil presented a motion to accept the appointments and resignations for December 2021, the motion was seconded by Commissioner Owens and Resolution #3-22, approving the appointments and resignations for December 2021, was unanimously approved.

Commissioner Owens presented a motion to accept the revised appointments and resignations for November 2021, the motion was seconded by Commissioner Abusi and Resolution #4-22, approving the revised appointments and resignations for November 2021, was unanimously approved.

DIRECTORS REPORT:

Ms. Devlin recognized Camden County Commissioner Melinda Kane and new Library Commissioner LaVonya B. Wilson-Mitchell to the meeting.

Ms. Devlin Congratulated incoming Commission President Joseph Tortorelli and Vice President Pat Abusi.

Ms. Devlin stated that that the Library closed to the public effective Tuesday, January 4 as a measure to protect the health of patrons and staff during the current surge in COVID-19 cases. The closure is expected to be two to four weeks and will be re-evaluated at that time. Library staff are performing a combination of remote and on-site work such as curbside pickup of library materials, copy/print/faxing, virtual programs and classes, telephone services, digital streaming services and eBooks.

Ms. Devlin stated that the Library is experiencing staff shortages and as a result multiple branches have needed to close for all or part of a day since the first of January.

Associate Director Jennifer Druce updated the Commissioners on the branches:

Ms. Druce presented before and after photos of the renovations of the children's area at the Haddon Township Branch.

AARP and VITA tax preparation services will be offered by appointment only beginning early February through April 15. More information will be forthcoming.

Ms. Devlin presented the cumulative year-end statistics and emphasized the impact of the pandemic and library closure on the use of library services. When comparing 2021 to 2020, total circulation increased 40%. However, when comparing 2021 to 2019, circulation is about half of what it was prior to the pandemic. Use of digital services increased dramatically in 2019 and use remains high. Ms. Devlin indicated that a major challenge will be the re-evaluation of services and promotion of services in 2022.

CONTINUING BUSINESS:

NEW BUSINESS:

Delegating authority to make library purchases and contracts under \$17,500 to Director: Commissioner Owens presented a motion to approve the authority to make library purchases and contracts under \$17,500 to the Director beginning January 1, 2022; Commissioner Abusi seconded the motion and Resolution #5-22 was unanimously approved.

Authorization to sign Requisitions, Vouchers and Purchase Orders: Commissioner Owens presented a motion to authorize 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 2022; Commissioner Weil seconded the motion and Resolution #6-22 was unanimously approved.

Authorizing the Camden County Library System to utilize the County Finance System: Commissioner Owens presented a motion to authorize the Camden County Library System to utilize the Camden County Finance System in 2022; Commissioner Abusi seconded the motion and Resolution #7-22 was unanimously approved.

Add Title and Starting Rate to the AFSCME 1454 2020-2024 Contract, Software Development Specialist 2: Commissioner Owens presented a motion to add title and starting rate to the AFSCME 1454 2020-2024 Contract, Software Development Specialist 2; Commissioner Weil seconded the motion and Resolution #8-22 was unanimously approved.

Add Title and Starting Rate to the AFSCME 1454 2020-2024 Contract, Literacy Program Coordinator: Commissioner Owens presented a motion to add title and starting rate to the AFSCME 1454 2020-2024 Contract, Literacy Program Coordinator; Commissioner Weil seconded the motion and Resolution #9-22 was unanimously approved.

Add Title and Starting Rate to the AFSCME 1454 2020-2024 Contract, Management Information System Coordinator: Commissioner Owens presented a motion to add title and starting rate to the AFSCME 1454 2020-2024 Contract, Management Information System Coordinator; Commissioner Weil seconded the motion and Resolution #10-22 was unanimously approved.

Reclassification, C. Slone, Software Development Specialist 2: Commissioner Abusi presented a motion to approve the reclassification, C. Slone, Software Development Specialist 2; Commissioner Owens seconded the motion and Resolution #11-22 was unanimously approved.

Ratify Revisions to Personnel Policy 6.24, COVID: Commissioner Abusi presented a motion to ratify revisions to Personnel Policy 6.24, COVID; Commissioner Owens seconded the motion and

Resolution #12-22 was unanimously approved.

Add item of revenue and appropriation to the 2022 Budget, Downtown Donation: Commissioner Weil presented a motion to add item of revenue and appropriation to the 2022 budget in the amount of \$220.00, Downtown donation; Commissioner Owens seconded the motion and Resolution #13-22 was unanimously approved.

OTHER COMMISSION BUSINESS:

PUBLIC PORTION:

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

Respectfully submitted,

Linda Devlin, Director
January 13, 2022



Certified by _____ Date: January 13, 2022
Linda A. Devlin, Director