

**CAMDEN COUNTY LIBRARY COMMISSION  
MEETING MINUTES**

DATE: September 14, 2021

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

PRESENT: Jennie Owens, Joseph Tortorelli, Robert Weil, Pat Abusi, James Clarke, 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 Clarke presented a motion to go into closed session and it was seconded by Commissioner Weil. Resolution #82-21 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 Clarke. The motion passed unanimously.

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

**FINANCIAL STATEMENTS:** Commissioner Tortorelli presented a motion to accept the financial statements for July 2021; the motion was seconded by Commissioner Weil and Resolution #83-21, approving the financial statements for July 2021, was unanimously approved.

**BILLS AND VOUCHERS:** Commissioner Clarke presented a motion to accept the bills and vouchers for August 2021; the motion was seconded by Commissioner Tortorelli and Resolution #84-21, approving the bills and vouchers for August 2021, was unanimously approved.

**HUMAN RESOURCES REPORT:** Commissioner Weil presented a motion to accept the appointments and resignations for August 2021, the motion was seconded by Commissioner Abusi and Resolution #85-21, approving the appointments and resignations for August 2021, was unanimously approved.

**DIRECTORS REPORT:**

Ms. Devlin announced that the Library has been selected to receive the ARPA (American Rescue Plan) grant funding in the amount of \$48,639.91. The grant supports digital inclusion efforts to reach and assist residents, particularly in the areas of education, health and workforce development needs. Grant funding will be used to purchase technology resources that will assist small business owners, self-employed residents, remote workers and job seekers who have been impacted by the COVID-19 pandemic. The Library will create a Tech Takeout program with devices such as portable printers, portable scanners, portable projectors, conference web cams, podcast microphones, ring lights and video production kits. These items will be available for extended loan at no cost.

Ms. Devlin announced that renovation of the staff area on the first floor of the Vogelson Branch behind the circulation desk is scheduled to begin in September.

Ms. Devlin announced that roof leaks at the Haddon Township Branch have been corrected and the interior repairs to the ceiling and columns will be scheduled in the near future.

Associate Director Jennifer Druce updated the Commission on the branches:

The 2021 Summer Reading Program, *Tails and Tales*, was very successful with 1,633 patrons joining the program. Readers logged 707,254 minutes which is over 11,787 hours.

The Food Bank of South Jersey in collaboration with four library branches, Nilsa I. Cruz-Perez, Ferry Avenue, Bellmawr and South County Branches have continued to offer weekly pickup of take-home meal bundles to children and teens. A total of 263 meal bundles were distributed in August, or 2,630 individual meals. The Program ended at the end of August.

Through the CARES Grant, scanners for the Nilsa I. Cruz-Perez and Ferry Avenue Branch have arrived and will soon be installed.

The ReWork Program of Camden County are staffing a table at the Voorhees branch on Mondays from 11:00 am - 1:00 pm and Wednesdays from 1:00 pm - 3:00 pm starting August 30, 2021 and continuing through early fall. Camden County residents will have the opportunity to learn about the ReWork program and fill out applications for enrollment. ReWork of Camden County is a work force development program at Center for Family Services, for all dislocated workers (unemployed and underemployed individuals), impacted either directly or indirectly by the opioid epidemic.

Top Tips for Virtual Classes will be offered to the public by our Librarians. These classes will offer tips on how to prepare for a virtual interview.

The Director's Report was unanimously approved.

CONTINUING BUSINESS:

NEW BUSINESS:

Reclassification, Senior Library Assistant to Senior Library Assistant Bi-Lingual: Commissioner Clarke approved the reclassification, Senior Library Assistant to Senior Library Assistant Bi-Lingual, Edward Robinson effective October 3, 2021; Commissioner Weil seconded the motion and Resolution #86-21 was unanimously approved.

Recommendation for Hire, Librarian 4, Head of Technical Services: Commissioner Tortorelli approved the recommendation for Hire, Librarian 4, Head of Technical Services, Victoria Orzechowski effective on a mutually agreeable date with the Director's representative and Ms. Orzechowski; Commissioner Clarke seconded the motion and Resolution #87-21 was unanimously approved

Items C, D, E, F, G and H were presented in a block.

New Personnel Policy 7.6 Signing/Swiping In and Out/Time Clocks

Revision, Personnel Policy 4.1 Pay Periods

Revision, Personnel Policy 7.3 Reporting an Absence

Revision, Personnel Policy 7.4 Absenteeism

Rescind Personnel Policy 7.2 Time Report

Rescind Personnel Policy 8.21 Identification Cards

Commissioner Abusi presented a motion to authorize New Personnel Policy 7.6 Signing/Swiping In and Out/Time Clocks, Revision, Personnel Policy 4.1 Pay Periods, Revision, Personnel Policy 7.3 Reporting an Absence, Revision, Personnel Policy 7.4 Absenteeism, Rescind Personnel Policy 7.2 Time Report and Rescind Personnel Policy 8.21 Identification Cards; Commissioner Weil seconded the motion and Resolutions #88-21, #89-21, #90-21, #91-21, #92-21 and #93-21 was unanimously approved.

Amended agreement between the Camden County Library Commission and the Merchantville Board of Education, Boiler Operator 2021-2022 rates: Commissioner Tortorelli presented a motion to accept the amended agreement between the Camden County Library Commission and the Merchantville Board of Education, Boiler Operator 2021-2022 rates; Commissioner Clarke seconded the motion and Resolution #94-21 was unanimously approved.

Pay to Pay-Proquest: Commissioner Tortorelli presented a motion to authorize the award of a Non-fair and Open Contract with Proquest, in an amount not to exceed \$12,126.78; Commissioner Clarke seconded the motion and Resolution #95-21 was unanimously approved.

Ratify Snow Removal Bid – Third Year Option: Commissioner Tortorelli presented a motion to Ratify Snow Removal Bid – Third Year Option; Commissioner Clarke seconded the motion and Resolution #96-21 was unanimously approved.

Shared Services Agreement with the County of Camden for the provision of Procurement Management Services for 5 years, effective September 1, 2021: Commissioner Tortorelli presented a motion to accept the Shared Services Agreement with the County of Camden for the provision of Procurement Management Services for 5 years, effective September 1, 2021; Commissioner Weil seconded the motion and Resolution #97-21 was unanimously approved.

Add item of revenue and appropriation to the 2021 Budget, American Rescue Plan Act Grant: Commissioner Weil presented a motion to add item of revenue and appropriation to the 2021 Budget, American Rescue Plan Act Grant in the amount of \$48,639.91; Commissioner Tortorelli seconded the motion and Resolution #98-21 was unanimously approved.

New Personnel Policy 8.23 “ All\_CCL” Email: Commissioner Tortorelli presented a motion to authorize New Personnel Policy 8.23 “\_All\_CCL” Email; Commissioner Weil seconded the motion and Resolutions #99-21 was unanimously approved.

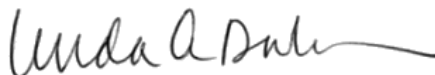
OTHER COMMISSION BUSINESS: Commissioner Weil announced that Bill Moen has been appointed Director of Workforce Development at Camden County College.

PUBLIC PORTION:

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

Respectfully submitted,

Linda Devlin, Director  
September 15, 2021



9/15/21

Certified by \_\_\_\_\_ Date: \_\_\_\_\_  
**Linda Devlin, Director**