

CAMDEN COUNTY LIBRARY COMMISSION MEETING MINUTES

DATE: January 14, 2020

LOCATION: M. Allan Vogelsson Branch

PRESENT: Jennie Owens, James Clarke, Robert Weil, Pat Abusi, Joseph Tortorelli, Sam Cass, Linda Devlin. County Counsel: Catherine Binowski. 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.

Commissioner Weil presented a motion for Installation of Officers, Commissioner Jennie Owens to be President of the Library Commission for 2020 and Commissioner Joseph Tortorelli to be Vice President for 2020, Commissioner Cass seconded the motion and it was unanimously approved.

CLOSED SESSION: Commissioner Cass presented a motion to go into closed session and it was seconded by Commissioner Abusi. Resolution #1-20 approved closing the meeting to discuss personnel issues in accordance with C10:4-13 of the Open Public Meetings Act.

Commissioner Clarke presented a motion to open the meeting to the public and the motion was seconded by Commissioner Cass. The motion passed unanimously.

The commission meeting was open to the public.

MINUTES: Commissioner Clarke presented a motion to accept the minutes for the December 2019 regular meeting and the motion was seconded by Commissioner Cass. The regular minutes for December 2019 were approved.

FINANCIAL STATEMENTS: Commissioner Abusi presented a motion to accept the financial statements for December 2019; the motion was seconded by Commissioner Cass and Resolution #2-20, approving the financial statements for December 2019, was unanimously approved.

BILLS AND VOUCHERS: Commissioner Abusi presented a motion to accept the bills and vouchers for December 2019; the motion was seconded by Commissioner Weil and Resolution #3-20, approving the bills and vouchers for December 2019, was unanimously approved.

HUMAN RESOURCES REPORT: Commissioner Abusi presented a motion to accept the appointments and resignations for December 2019, the motion was seconded by Commissioner Cass and Resolution #4-20, approving the appointments and resignations for December 2019, was unanimously approved.

DIRECTORS REPORT:

Associate Director David Lisa announced that renovations to the Vogelsson Branch will begin on the third floor starting January 20 through February 10. The third floor will be closed to the public with meeting rooms and program rooms not available.

Ms. Devlin presented the Commission with a floor plan of the third floor of the Vogelsson Branch outlining the schedule of the renovations.

Ms. Devlin presented the Commission a floor plan of the children's room renovation project at the Haddon Township Branch. The renovation is a result of a \$100,000.00 donation to the branch for the children's area.

Ms. Devlin reviewed the end of year statistics with the Commission. Digital streaming services increased by 21% in 2019. The number of Camden County Library card holders increased by 6.4% in 2019. The Library now has over 120,000 card holders. The number of unique wi-fi clients increased by over 20% and library-sponsored program attendance was up nearly 12% across all branches.

Ms. Devlin announced that she has been appointed to the Library Services and Technology Act (LSTA) Advisory Council by State Librarian Mary Chute. The Council assists State Library staff with the development and evaluation of the LSTA five year plan, establishing annual grant criteria and evaluating activities funded by LSTA.

Ms. Devlin announced that the American Library Association conference is being held in Philadelphia January 25 through January 27.

Ms. Devlin announced that the Public Library Association conference is being held in Nashville February 25 through February 28.

Ms. Devlin presented a report outlining the Library's accomplishments for 2019.

CONTINUING BUSINESS:

NEW BUSINESS:

2017 State Aid Appropriation Transfers: Commissioner Clarke presented a motion to authorize the 2017 State Aid Appropriation Transfers from account 030-8762-651-9218, 9219, 9220 and 9223 in the amount of \$132.00 to 030-8762-651-3020; Commissioner Cass seconded the motion and Resolution #5-20 was unanimously approved.

Shared Services Agreement with the City of Camden for the Provision of AAO and EEO Services: Commissioner Clarke presented a motion to approve the Shared Services Agreement with the City of Camden for the Provision of AAO and EEO Services; Commissioner Cass seconded the motion and Resolution #6-20 was unanimously approved.

2020 Increases, Non-represented Classified/Unclassified Staff-Revised: This resolution authorizes pay increases for the designated non-represented classified/unclassified employees effective pay period 1, 2020. Commissioner Clarke presented a motion to approve the increases; Commissioner Cass seconded the motion and Resolution #7-20 was unanimously approved.

Grant Review Form: Libraries Lead with Digital Skills: The application will be in the amount of \$1,000.00 and will be used for funding to host digital skills workshops at the Nilsa I Cruz-Perez Downtown Branch.

Grant Review Form: Libraries Lead with Digital Skills: The application will be in the amount of \$1,000.00 and will be used for funding to host digital skills workshops at the Vogelson Branch.

Delegating authority to make library purchases and contracts under \$17,500 to Director: Commissioner Cass presented a motion to accept delegating authority to make library purchases and contracts under \$17,500 to the Director beginning January 1, 2020; Commissioner Clarke seconded the motion and Resolution #8-20 was unanimously approved.

Authorization to sign Requisitions, Vouchers and Purchase Orders: Commissioner Clarke presented a motion to authorize Linda Devlin and David Lisa 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; Commissioner Cass seconded the motion and Resolution #9-20 was unanimously approved.

Ratify the provision of Security Services at the Nilsa I. Cruz-Perez Downtown Branch at Rutgers Camden: Commissioner Cass presented a motion to ratify the provision of Security Services at the Nilsa I. Cruz Perez Downtown Branch at Rutgers Camden effective January 1, 2020 and end December 31, 2020 at the rate of \$9,360 a month, not to exceed \$ 112,320; Commissioner Clarke seconded the motion and Resolution #10-20 was unanimously approved.

Pay to Play – Baker & Taylor, Inc.: Commissioner Abusi presented a motion to authorize the Non-fair and Open Contract with Baker & Taylor, Inc. in an amount not to exceed \$358,350.00; Commissioner Cass seconded the motion and Resolution #11-20 was unanimously approved.

Pay to Play - Midwest Tapes: Commissioner Clarke presented a motion to authorize the non-fair and open contract for various library materials from Midwest Tapes in an amount not to exceed \$374,500.00; Commissioner Cass seconded the motion and Resolution #12-20 was unanimously approved.

Staff Achievement Awards: These awards recognize staff for going above and beyond the scope of ones duties. Diana Fults and Lizette Melendez was nominated for welcoming the ELL tweens and teens from Pine Hill Middle School and Overbrook High School; Amber Pallante for continuing to provide meeting space under challenging circumstances ; Elaine Bitetti for being constantly patient and encouraging to the staff; Victoria Chisholm for assuming the duties of a co-worker while she was out on leave; Mary Ann Antonelli, Nick Barrett, Lisa Brandenburg, Eleanor Castagna, Bill English, Asia Kolakowski, Tracy McConney, Carolyn McFadden, Gloria Romaniak, Keith Venables, Payton Wright, Joe Gazzara, Zulma Rivera, Chris Slone, Chris Stevenson and Jim Mueller for their work in preparing the branch for the carpet installation; Barbara Evans, Dorothy Palazzo and Kelly Davenport for their help in preparing the branch for the carpet installation; Martha Cannon, Justine Johnson, Ann Sullivan, Tom Donohue, Zulma Rivera and Erika Negron for their help in preparing the branch for the carpet installation and Chrissy Sirianni for managing the installation of new carpeting at the Haddon Township Branch.

The staff achievement awards were unanimously approved.

OTHER COMMISSION BUSINESS:

PUBLIC PORTION:

ADJOURNMENT: Commissioner Clarke 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
January 15, 2020



Certified by _____

Linda Devlin, Director

1/15/2020

Date: _____