

**CAMDEN COUNTY LIBRARY COMMISSION
MEETING MINUTES**

DATE: September 8, 2020

LOCATION: Virtual Meeting via Zoom, 2:30 p.m.

PRESENT: Jennie Owens, Joseph Tortorelli, Robert Weil, Sam Cass, Pat Abusi, Joyce Ellis, Linda Devlin. County Counsel: Ilene Lampitt. Staff: David Lisa, Antonella Kressel, Lauren Callahan, Barbara DelPidio.

Deputy County Administrator Holly Cass was in attendance.

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 Owens presented a proclamation to David Lisa in recognition of his retirement and eight years of service to the Camden County Library System. Deputy County Administrator Holly Cass, on behalf of herself and the county thanked David for his service and wished him well in his retirement.

Commissioner Owens presented a proclamation to Janet Ralston in recognition of her retirement and 20 years of service to the Camden County Library System.

Commissioner Owens presented a condolence resolution for the family of Lillian Datz in recognition of her 32 years of service to the Camden County Library System who passed away August 9, 2020.

CLOSED SESSION: Commissioner Tortorelli presented a motion to go into closed session and it was seconded by Commissioner Cass. Resolution #59-20 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 August 2020 regular meeting and the motion was seconded by Commissioner Weil. Commissioner Ellis abstained. The regular minutes for August 2020 were approved.

FINANCIAL STATEMENTS: The financial statements for August 2020 will be presented at the October 2020 Commission Meeting.

BILLS AND VOUCHERS: The bills and vouchers for August 2020 will be presented at the October 2020 Commission Meeting.

HUMAN RESOURCES REPORT: Commissioner Tortorelli presented a motion to accept the appointments and resignations for August 2020, the motion was seconded by Commissioner Cass and Resolution #60-20, approving the appointments and resignations for August 2020, was unanimously approved.

DIRECTORS REPORT:

Ms. Devlin announced that effective September 14 the Library will be open to the public three (3) hours per day Monday through Saturday. Curbside pick-up will be three (3) hours per day Monday through Thursday. The Merchantville Branch will be open Monday, Wednesdays and Saturdays three (3) hours per day. The services that will be available inside the Library branches include:

- Browsing the shelves to select library materials
- Check out of library materials
- Computer use—limited to one 30 minute session per day
- Information/reference services
- Copy, printing and fax services
- Access to power and Wi-Fi

Library users will be asked to limit their library visit to 30 minutes per day.

Ms. Devlin announced that the following safety and security procedures will be implemented:

- Cleaning and disinfecting of high touch areas including but not limited to keyboards, desk tops, handrails, bathrooms, elevator buttons, door handles will happen continuously during open hours.
- Libraries will be open at 25% capacity and the library has chosen to include staff in this number.
- Limit the number of staff in each building so tasks can be performed in a socially distanced manner.
- Security personnel will be at all branches during all open hours to manage the number of customers in the building, take temperatures, enforce mask wearing and social distancing and enforce the Code of Conduct.
- Use of hand sanitizing products will be required by the public at entrances, computer stations/keyboards, elevators and self-check outs.
- All patrons, staff and other visitors must wear a mask over their nose and mouth while they are in the library building.
- Seating at all the branches will be very limited.
- All bathrooms and elevators will have a limit of one person or one family at a time.
- Plexiglas shields are present at public service points.
- Floor decals are in place to enforce social distancing / one way aisles.
- Signage is posted regarding COVID-19 safety procedures and symptom self-assessment.
- There will be no newspapers/magazines available for browsing.
- There will be no indoor meetings or programs.
- All materials will continue to be quarantined before return to the shelf.

The Director's Report was unanimously approved.

NEW BUSINESS:

Agreement with SHI International Corp for the purchase of computers under the New Jersey Cooperative Purchasing Alliance Contract # CK04: Commissioner Weil presented a motion to authorize the Agreement with SHI International Corp for the purchase of computers under the New

Jersey Cooperative Purchasing Alliance Contract # CK04 for a total cost of \$23,600; Commissioner Tortorelli seconded the motion and Resolution #61-20 was unanimously approved.

Grant Review Form: Literacy (Health & Human Services Grant): The application will be in the amount of \$25,782 and will be used to continue offering programs to improve the literacy skills of adult Camden County residents.

Revision to Policy CUS-2, Customer Behavior:

Ms. Devlin reviewed the Customer Behavior Policy with the COVID-19 health and safety regulations. Commissioner Tortorelli presented a motion to approve the revision of Policy CUS-2 Customer Behavior; Commissioner Weil seconded the motion and Resolution #62-20 was unanimously approved.

Revision to INF-3 Internet Access and Computer Use Policy:

Ms. Devlin reviewed the Internet Access and Computer Use Policy with the COVID-19 health and safety regulations. Commissioner Tortorelli presented a motion to approve the revision of Policy INF-3 Internet Access and Computer Use; Commissioner Weil seconded the motion and Resolution #63-20 was unanimously approved.

Commissioner Owens presented Items E and F in a block:

Revision to Policy CIR-8, Fees:

Ms. Devlin reviewed the fees for Chromebooks: \$5.00/day if late, maximum of \$50.00 in extended use fees and \$250.00 for lost or damaged. Devices are managed with Mobile Device Management (MDM) software. Once a Chromebook is overdue, the device will be remotely disabled.

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

Ms. Devlin reviewed the lending policies for Chromebooks: One (1) per household at a time with 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 Chromebooks, two week loan, no renewals.

Commissioner Tortorelli presented a motion to approve Items E and F, Revision to Policy CIR-8, Fees and Revision to Policy Cir-3, Loan Periods and Loan Limits; Commissioner Cass seconded the motion and Resolutions #64-20 and #65-20 were unanimously approved.

Revision to Policy CIR-4, Renewals:

Ms. Devlin updated Police CIR-4 Renewals. Commissioner Tortorelli presented a motion to approve the revision of Policy CIR-4, Renewals; Commissioner Cass seconded the motion and Resolution #66-20 was unanimously approved.

Amended agreement between the Camden County Library Commission and the Merchantville Board of Education, Boiler Operator 2020-2021 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 2020-2021 rates; Commissioner Cass seconded the motion and Resolution #67-20 was unanimously approved.

Agreement with SHI International Corp for the purchase of self checkout kiosks and related software under the New Jersey Cooperative Purchasing Alliance Contract # CK04: Commissioner Tortorelli presented a motion to authorize the Agreement with SHI International Corp for the purchase of self checkout kiosks and related software under the New Jersey Cooperative Purchasing Alliance Contract # CK04 for a total cost of \$105,541.22; Commissioner Weil seconded the motion and Resolution

#68-20 was unanimously approved.

Appoint Associate Director: Commissioner Tortorelli presented a motion to appoint Jennifer Druce to the position of Associate Director of the Camden County Library System effective on a mutually agreeable date with the Director's representative and Ms. Druce; Commissioner Cass seconded the motion and Resolution #69-20 was unanimously approved.

OTHER COMMISSION BUSINESS:

PUBLIC PORTION: Julie Tozer, Branch Manager of the Nilsa I. Cruz-Perez Downtown Rutgers Branch along with other employees of the Camden County Library System and members of AFSCME Local 1454 and CWA Local 1014 Support Staff presented a statement to the Camden County Library Commission regarding the Library's September 14 opening.

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 7, 2020



Certified by _____

Linda Devlin, Director

Date: _____

October 7, 2020