WAYNE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES

May 12, 2020

The regular meeting of the Wayne Public Library Board of Trustees was called to order by
Board President Roberta Loniewski, on Tuesday, May 12, 2020 at 4:00 p.m. The notice
requirements of the Open Public Meeting Act have been satisfied with respect to this
meeting. Specifically, the time, date and location were included in the annual notice of
meetings, posted on bulletin boards in the Main Library and given to the Township Clerk's
office and sent to two newspapers including the official newspaper of the Township, the
North Jersey Herald & News. The agenda of this meeting was posted on the Wayne Public
Library's web page before 4:30 p.m. on the Friday preceding this meeting.

In attendance were Trustees Roberta Loniewski; Joann Falcone; Catherine Herman;
Michael Kealy; Gabriel Nazziola; Mayor’s Alternate Scott Seldeen; Trustee/School
Superintendent’s Alternate Jennifer Varano and Council Liaison Jill Sasso. Also in
attendance were Director Ricardo Pino; Assistant Director Doreen Shoba and
Administrative Assistant Doron S. Vidal.

The Pledge of Allegiance was recited at 4:04 pm.

MINUTES:

Roberta Loniewski welcomed everyone to the first Zoom meeting and to the first meeting
with Ricardo Pino as Director.

Roberta Loniewski pointed out a typo in her name on page 5 of the March minutes.
Catherine Herman pointed out a correction to be made in the motion section of the Board
Comments on page 3, concerning the sponsoring of 1 Boys Team and 1 Girls Team.

Catherine Herman motioned, seconded by Gabriel Nazziola to approve the minutes of
the March 10, 2020 meeting, as amended. The motion was unanimous

(agenda item: 05.12.20.1.1)

TREASURER’S REPORT:

Gabriel Nazziola motioned, seconded by Michael Kealy to approve the following
agenda items with one vote. The motion unanimous.

1. Trustee Account Checks – April/May 2020
2. Trustee Bank Accounts as of March/April 2020
3. Year to Date Financial Reports – April 30 2020
CORRESPONDENCE:

There was no correspondence this month.

(agenda item: 05.12.20.3)

COMMITTEE REPORTS:

**Friends Liaison** – There have been no meetings due to the pandemic. Roberta spoke to Sandy Sternberg recently.

(agenda item:05.12.20.4.1)

**Finance/Facilities & Events** – The committee, Scott Seldeen and Gabriel Nazziola met via Zoom sans Catherine Herman who could not attend. There was a brief discussion of the financial statements and the budget.

(agenda item: 05.12.20.4.2)

**Personnel Negotiating** - The committee did not meet this month.

(agenda item: 05.12.20.4.3)

**WPL FOUNDATION Update:**

Catherine Herman stated that there was an increase in subscribers to the website. People are inquiring about the library and the future plans post pandemic.

(agenda item: 05.12.20.5.1)

PUBLIC HEARING:

**Gabriel Nazziola motioned, seconded by Catherine Herman to approve opening the meeting to the public.** The motion was unanimous.

There were numerous attendees via the Zoom app. Sandy Sternberg of the Friends greeted everyone and hoped everyone is doing well. Sandy Sternberg cannot wait to return and has offered her help in the sanitizing of books.

(agenda item: 05.12.20.6.1)

**Gabriel Nazziola motioned, seconded by Michael Kealy to approve closing the public session.** The motion was unanimous.

(agenda item: 05.12.20.6.2)

BOARD MEMBER COMMENTS:

Gabriel Nazziola stated that he preferred a physical meeting as opposed to a Zoom meeting. Ricardo Pino stated that the June meeting may possibly be held in the Meeting Room with a Zoom broadcast for the public.

(agenda item: 05.12.20.7.1)
DIRECTOR'S REPORT:

Ricardo Pino thanked the staff, the board and township staff for welcoming him to Wayne. Ricardo Pino discussed the many ways the library is attempting to combat social isolation during this pandemic time. A variety of activities are being hosted by library staff via the internet including children’s programs, an ASL program, book discussion meetings and zoom meetings to name a few. Other ideas include creating content for Channel 77 and creating tutorial videos. Roberta Loniewski praised the children’s department for their efforts. Ricardo Pino has started a community reach out program to 17,000 active cardholders, in an attempt to break the social isolation patrons may feel and to assist patrons who may need help. Ricardo Pino has been meeting regularly with the public health nurse, Maryanne Orapello, to ready the library for the return of staff and eventually patrons.

The Township has requested all staff return to full time activities starting the 18th of May. Gabriel Nazziola inquired as what the feelings of the staff were concerning the return on the 18th. Ricardo Pino stated that the majority of the staff are concerned and would like protections in place prior to returning. There are questions from staff concerning Covid-19 testing, child and elder care, as well as social distancing and continual cleaning/disinfecting of the premises. Gabriel Nazziola questioned the Covid-19 testing procedures. Ricardo Pino stated that the County will be testing employees at no charge to the employee. Ricardo Pino delineated his plans for installation of plexiglass, the removal of many desks and chairs, as well as public computers. Gabriel Nazziola queried the occupancy rate of the building. Ricardo Pino stated that there was no firm number to be found and he is continuing to look into the matter to determine how many people can enter the building, i.e. 10 – 20% of capacity, to provide for adequate social distancing. Gabriel Nazziola asked if there was a need for additional custodial staff. Ricardo Pino stated he will be discussing custodial services with the custodial staff.

Gabriel Nazziola inquired as to when the staff could return. A discussion ensued concerning temperature checks and the reluctance of some to come back. Roberta Loniewski and Jill Sasso discussed the temperature check procedure as part of an overall opening strategy. Catherine Herman stated that the goal is to re-open and to keep both staff and patrons safe. Catherine Herman discussed the time frame for staff returning starting on the 26th of May. Scott Seldeen asked Ricardo Pino when the library would be ready for the staff to return. Ricardo Pino stated that there will need to be a realignment of staff desk to adhere to standard social distancing policies and believes the staff could return by the 26th of May.

Ricardo Pino fielded a variety of questions presented by attendees via Zoom. Catherine Herman motioned, seconded by Joann Falcone to approve the opening of the Library to the Staff on the 26th of May, pending completion of the Director’s recommendations for safety with all protective guidelines in place. Those staff telecommuting will continue to do so while being transitioned back to regular hours, as per the Director’s request. The motion was unanimous

(agenda item: 05.12.20.8.1)
Ricardo Pino discussed the changing of the Code of Conduct to facilitate the operations in congruence with governmental mandates during times of crisis.

Catherine Herman motioned, seconded by Roberta Loniewski to approve the change in the Code of Conduct to reflect the following: “The Wayne Public Library reserves the right at the discretion of Library Administration, to enact limits in occupancy and/or services in response to public emergencies and in excess of limits imposed by any other agency. The Wayne Public Library will always strives to balance public health concerns with access to services”. The motion was unanimous.

(agenda item: 05.12.20.8.2)

OLD BUSINESS:

Jill Sasso left the meeting at 5:27pm.

Construction Bond:

Roberta Loniewski stated that we did not apply for phase 1 of the bond and is not sure when the state will be awarding the funds, due to the pandemic. Ricardo Pino stated that to apply for phase 2 of the bond we will need a unified approach and a solid plan.

(agenda item: 05.12.20.9.1)

Strategic Plan:

The committee will meet as soon as possible.

(agenda item: 05.12.20.9.2)

Carpet & Floor Maintenance:

Nothing new to report at this time.

(agenda item: 05.12.20.9.3)

Children’s Story Time Room Renovation:

Roberta Loniewski stated the Foundation needs to meet and approve funding. Scott Seldeen questioned who would be renovating the room and whether more than 1 quote existed for each activity/purchase. Roberta Loniewski stated there were 3 quotes for painting; 1 quote for carpeting; 1 quote for furniture and 2 quotes for the window treatments.

(agenda item: 05.12.20.9.4)
2020 Budget:

The budget was reviewed in the Finance Committee. A brief discussion ensued concerning the Capital Improvement account. Catherine Herman questioned whether the insurance numbers from Township were the final numbers. Ricardo Pino answered yes.

Catherine Herman motioned seconded by Joann Falcone to approve the 2020 Budget. The motion passed with 6 votes for and 1 vote no (Gabriel Nazziola).

(agenda item: 05.12.20.9.5.1)

2nd Phase Recarpetting:

There was no discussion on this topic this month.

(agenda item: 05.12.20.6)

New Business:

ILL Deliveries:

Ricardo Pino spoke of the budgetary problems within LibraryLink NJ which will result in the lack of interlibrary deliveries through 2021.

(agenda item: 05.12.20.10.1)

Personnel Changes:

Catherine Herman motioned, seconded by Joann Falcone to approve the retirement of Susan Gabriel as of 7/31/2020. The motion was unanimous.

(agenda item: 05.12.20.11.1)

EXECUTIVE SESSION:

The executive session was not held this month

(agenda item: 05.12.20.12)

ADJOURNMENT:

Gabriel Nazziola motioned, seconded by Catherine Herman to adjourn the May 12, 2020 Board Meeting at 5:50 p.m. The motioned passed unanimously.

(agenda item: 05.12.20.13)

Respectfully submitted