

Minutes of the Montvale Public Library
Board of Trustees Meeting
held in the Montvale Borough Council Chamber on Thursday, April 22, 2021

I. Roll call

Meeting called to order at 7:30pm

In Attendance

Giulia Bombace

Tom Bonnell

Darren Petersen

Nancy Racich

Vicki Slockbower

Geralyn Westervelt

Excused Absence

Rose Curry

Tammy King

Ms. Racich stated that the requirements of the Open Public Meetings Act have been satisfied.

II. Minutes

The Minutes of the March 25, 2021 Board of Trustees meeting were approved.

Bonnell, 1st

Westervelt, 2nd

Unanimously carried

III. Director's Report

BCCLS

BCCLS has revised its damaged materials policy. Staff training is underway so everyone will be up to date with the new procedure.

Reading Garden

Special thank-you to Ms. Slockbower for her generous donation toward beautifying the Library Reading Garden. Ms. Bombace is also working with the town on leveling the uneven pavers.

IV. Bills

Be it resolved by the Board of Trustees of the Montvale Free Public Library that the attached March 2021 bill list be approved, totaling \$16,354.08

Bonnell, 1st
Racich, 2nd
Unanimously carried

Financial Report - March 2021

NJ Cash Management Fund	\$ 57,650.35
Reserves	\$ 17,822.92
Chase Checking	\$ 69,346.10
Chase Savings	<u>\$ 36,857.71</u>
Closing Balance	\$106,203.81

V. Unfinished Business

Suggested Revisions to Personnel Manual

The following revisions are made in the Library Personnel Manual:

Page 16

Compensatory time in the year that the Saturday worked. If Saturday hours equal 4 hours, two Saturdays can be combined to take one full day.

Page 25

Sick time can be recorded in increments no smaller than one hour for part time staff. Sick time can be used for

- Doctor appointments, ie.: dentist, eye doctor, therapy, etc.
- Mental Health
- Care for a family member, ie.: take to a doctor appointment, hospital visit, care at home, etc.

Page 27

Add MLK day to list of paid holidays

Page 32

Edit first paragraph –

As long as someone can cover the reference desk- reference librarian/ adult services librarian/ specialized services librarian/ youth services librarians- vacation time can be scheduled.

Page 32

Unpaid Vacation

Unpaid Vacation may only be used when all paid vacation has been used.

Any additional unpaid vacation will be considered on a case by case basis by the director. Any unpaid vacation time requested by the director will be considered by the Library Board. If additional unpaid vacation is approved, the staff member will be required to find coverage for unpaid hours. The staff member may ask coworkers to switch hours or they may forfeit their hours if a coworker is willing to work for them.

Annual Audit

Ms. Bombace reported that the annual audit was concluded.

VI. New Business

Octagon House

Ms. Bombace reported that upon meeting with the mayor, it's decided that the idea of converting the Octagon House as a Library branch is not feasible at this time.

Access to Library Study Space

Montvale residents can reserve study space if requested in advance, with precaution following the current social distancing guidelines.

Financial Disclosure Statement

The deadline for Library Trustees to file the annual Financial Disclosure Statement has been extended beyond May 1, 2021; new deadline to be announced.

VII. Adjournment, 8:14 pm.

Bonnell, 1st

Racich, 2nd

Unanimously carried

Respectfully Submitted,

Joanne Prieto