

## **Watchung Library Advisory Board minutes September 16, 2020**

Mission statement: The mission of the Watchung Library Advisory Board is to advise, support, and promote the interests of the Watchung Borough Public Library.

A meeting of the WLAB was held through a Google hangout call as all gatherings of ten or more people are prohibited due to the coronavirus pandemic.

President Amy Fiorilla opened and called the meeting to order at 4:03 PM.  
In attendance:

- \* Amy Fiorilla, president
- \* Margaret Ellis, vice president
- \* Bradford Leigh, member
- \* Hannah Kerwin, library branch manager
- \* Tricia Keane, schools liaison
- \* Lindsay Goodloe, Council liaison
- \* Daryl Knechten, member of Council
- \* Virginia Hartmann

Minutes of the May 20, 2020 meeting were e-mailed to members in advance of the meeting. Vice President Ellis made a motion to accept the minutes from the March 2020 meeting. Council Member Goodloe seconded the motion, and a unanimous vote approved the motion.

Treasurer's report: Treasurer Stella Couchells was unavailable but sent information about the board finances:

Balance: 5/1/20: \$11,740.70  
Balance: 8/26/20: \$11,527.30

fish tank cleaning services were paid in that period:

5/1/20: \$32.99 to AquaService professionals for an automatic feeder installed  
7/16/20 \$75 to AquaService professionals  
7/16/20 \$75 to AquaService professionals  
7/16/20 \$75 to AquaService professionals  
8/13/20 \$80 to Reefco Aquarium Service (july 15 cleaning)  
8/26/20 \$80 to Reefco Aquarium Service (august 12 cleaning)

5/1/20: Card tables from Amazon: \$132.17  
6/9/20: Income - Fines payment from SCLS: \$171.60

Kason at AquaService Professionals recommended a new vendor, Reefco Aquarium Service who has been coming in to clean the Library fish tank since the first of July. The new vendor is charging a slightly higher fee (\$80 vs. \$75 per visit) but we managed to maintain continuity of service and keep the fish tank clean.

The Board received \$171.60 from SCLS in June for a portion of Library fines. A check for \$42.43 from SCLS just arrived last week, covering fines in the month of March. Since SCLS is not charging fines at present, we do not expect any income until that policy changes.

Branch Manager Hannah Kerwin stated that the card tables were returned to the borough because they were deemed defective and unsafe. Amy Fiorilla will follow up with CFO Bill Hance to ask if a refund was secured from Amazon for the purchase.

Friends Liaison report: Margaret Ellis reported that the Friends of the Watchung Library proposed they place a basket of prepackaged snacks/candy near the circ. desk for children to take home with them on library visits around Halloween. The proposal is under consideration by SCLS (later denied).

Library manager's report:

A one-way path of walking through the library was instituted when the building reopened in July, and that seems to be working well. Patrons enter through the children's wing, proceed to the stacks if they wish or to a table by the circ. Desk to pick up their holds, and check out using the scanner and their card with some staff assistance.

Patrons can check materials out completely on their own if they use the SCLS app on their own smartphones.

Masks are required and decals on the floor indicates where patrons can stand six feet apart should there be a line at the circ. desk. Usage is steady but spread out, and there have been about 50 patrons per day coming through the building.

No fines are being charged through October and there is no decision yet on when fines will be reinstated."

Returned items are quarantined for four days before being checked in and shelved or returned to other branches. Patrons will see a lag in their account from the time they returned items to the time they are actually checked in.

There is no word yet on when groups or programs will be hosted in the library building. Online programs continue.

Board member Leigh asked how digital offerings would likely change the future of the library. Hannah Kerwin stated that SCLS has always been in the forefront of including digital items in their collections, so any change has been and continues to be gradual, but all types of materials continue to be used by and available to patrons. There has been an incremental shift toward digital, they will continue to offer many selections and all patrons will have access to the entire system.

Board president Fiorilla asked about the digital services SCLS prefers, and Hannah Kerwin explained that Hoopla and Kanopy are the two major digital library providers in NJ, and Hoopla seems to be preferred by the smaller libraries. Hoopla was limiting borrowings by patron, whereas SCLS wants patrons to be able to borrow as much as they want.

Schools liaison Tricia Keane reported that she advised Watchung students how to use Overdrive and Libby to connect to SCLS resources during the spring and that worked out very well; students were using these resources alongside the school resources, and finding what they needed between the two.

Vice President Margaret Ellis thanked Hannah Kerwin and the staff for adapting to provide the services during a pandemic

It was discussed if a light by what is now serving as the entrance door would be a good idea. That door is very dim at night, it had previously only served as a fire exit. This might

require new wiring as well as a light, as there is nothing there (a fixture similar to the one over the main entrance would be fine). It was discussed whether a solar floodlight or two might serve this purpose. Bradford Leigh will research and recommend some possibilities, and Amy Fiorilla will forward the information to Jim Damato, borough administrator and Council Member Goodloe.

If the borough sees fit to purchase and install these lights, then that is great; in the event the WLAB is asked to finance the lights, Amy Fiorilla moved to consider approving a sum up to \$150 for the purchase; Margaret Ellis seconded the motion, and a vote was unanimously recorded in favor.

Some rain leakage into the back office of the building was creating a problem. The DPW addressed this need by putting a small guard over the window, which seemed to help but last Thursday when the rain was severe water was still coming in. It was suggested DPW would reassess and perhaps make some adjustments.

September is national library card signup month.

Amy Fiorilla noted that Warren Library will be replacing their roof sometime during October, and Watchung should expect to see more patrons as people may come here while that library is closed. SCLS is celebrating its 90th anniversary on November 5 and some event is likely to be planned, as yet undecided.

Council liaison Goodloe said that she had talked with Borough Administrator Jim Damato about a refrigerator replacement for the staff break room; Hannah Kerwin had alerted Amy Fiorilla and Stella Couchells that the refrigerator in the break room has been failing, and they researched some possible models for replacement. Bill Hance is further researching best prices and will follow up and order the item when that process is complete.

Bradford Leigh asked if there was anything new on the new building, and as no one has heard any news of the grant, there was nothing new to discuss.

Next WLAB meeting dates: November 18, 2020; January 20, 2021.

The meeting was adjourned at 4.52 PM.

Respectfully submitted,  
Amy Fiorilla

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