

# The Board of Trustees of Teaneck Public Library

Minutes of the Regular Board Meeting of the Board of Trustees

**MAY 5, 2022**

*(Note: Due to the COVID-19 pandemic, this meeting was conducted via Zoom.)*

## **Call to Order, Attendance**

Call to order at 6:33 PM, with the reading of the latest iteration of Section 5A of the Open Public Meetings Act, indicating that adequate notice of the meeting had been provided by way of an annual meeting schedule posted in the Library and on the Library's website, in *The Bergen Record*, *Teaneck Patch*, *The Jewish Link*, and *The Jewish Standard*, and in the Town Clerk's office.

Trustees Present: Benjy Burnat, Vice President; Myron Chaitovsky, Secretary; Evalyn Brownstein; Joy Charles; Lillian Lewis; Terry Corallo.

Also Present: Shinae Hyun, Library Director; Sandi Silverberg, President, Friends of the Teaneck Public Library.

Absent: Gerald Reiner, President; Keisha Carter, Treasurer; ; Paul Ostrow; Keith Kaplan, Council Member.

## **Minutes**

A motion by Terry Corallo (Benjy Burnat, second) to approve the minutes of the April meeting of the Board, passed without objection. Joy Charles abstained.

## **Friends' Report**

Sandi Silverberg (President of the FTPL) reporting:

- The Friends have begun to analyze the results of their online survey (gauging community interest and concerns regarding Library offerings and services). To ensure statistical significance, returns will continue to be accepted for at least several more weeks.

- Two book sales (one focused on children's books) are scheduled for May and June, as are several other programs including: a Juneteenth event; a Black History-related documentary film showing and discussion; two concerts (cool jazz and the great American songbook); and a Summer reading program for children, and one for adults.
- The Friends have developed a public response to current attempts to limit and/or ban access to various materials. Library Trustees urged caution in this regard on two rationales. First, a public statement by the Friends risks being perceived - at least, by some - as Library policy, even the Friends is, in fact, an independent body. Second, insofar as there has not yet been any public attempt at suppression here, we should not stir the pot by raising the issue. After some discussion, FTPL President Sandi Silverberg agreed to the addition of a disclaimer, insulating the Library from the expressed statement, and to limit distribution of the statement (for now) to its own membership.

### **Treasurer's Report**

Motion by Myron Chaitovsky (Joy Charles, second) to approve the Treasurer's report. There were no objections.

### **Director's Report**

Director Shinae Hyun reporting:

1. Buildings & Grounds - updates to ongoing maintenance issues and repairs:
  - a. Sewage backup in our boiler room has been resolved by DPW.
  - b. PEJIF building inspection recommends monthly testing of our fire extinguishers.
  - c. Our water treatment contract has been renewed and we are exploring the possibility of joining the Township's cleaning contract.
  - d. We await another bid before addressing our security camera issues.
  - e. Bids for the Cooling Tower Replacement Project are not yet received.
  - f. Outdoor furniture for the Reading Garden is not yet delivered.
  - g. Additionally, steps have been taken to resolve copier paper theft.
2. In the Library:
  - a. Our Spring Newsletter has been distributed, and on our website as well.
  - b. In May and June, we will host COVID vaccination clinics, in conjunction with the Partnership for Maternal and Child Health of Northern NJ.
  - c. Kindergarten and lower grade classes from different schools toured the Library. TJ's fifth grade class combined a classroom discussion on Teaneck's voluntary integration with a Library visit, accessing materials available here.
  - d. Spring Storytime has begun indoors, with plans to move outdoors in warmer weather.
  - e. We held a bilingual Storytime and Craft in honor of Dia (Children's Book Day) and Eid. For the latter (event), Library Assistants Ummara Abbasi and Mini Pavithran integrated henna art with stories and craft.
  - f. A program featuring the Art of Winslow Homer and another on gardening attracted about 20 participants each.

- g. Amy Sears, Head of Youth Services, represented us at the Greater Bergen County YMCA Grand Opening and Health Kids Event.
- h. Youth Services will be coordinating with the Teaneck Recreation Department to provide Storytimes in the Park for Town-run summer camps.
- i. Our Teen Librarian, Jackie Quinn, will be working in collaboration with the Teaneck Youth Advisory Board.
- j. Patron Services has started designating some of our materials as “Staff Picks,” with special bookmarks, drawing attention to these books and materials. In addition, Jonna Davis, who heads this department, has been reaching out to senior facilities not already serviced by us, scheduling regular visits, and offering tech assistance.
- k. Both Youth Services and Patron Services plan to represent the Library at Teaneck’s weekly Farmers’ Market.
- l. Our Hebrew collection recently expanded.

3. Staff:

- a. As of May 1, staff members (including those not interfacing with the public) will be wearing name tags.
- b. On Sundays and holidays, Patron Services is currently staffed by 2 full-time and 2 part-time employees. This has led to some staff issues (during the week), as well as ongoing difficulties in calculating actual costs, because full-time staff can opt for comp time in lieu of pay. As of June 1, and with the knowledge of the union representative, Sunday/holiday staff will be reduced to 1 full-time and 2 part-time staff.
- c. Mandatory training for staff (*Distracted Driving* and *Anti-Harassment* workshops) have been completed. The Director and Administrative Assistant have completed CAMPS training as well.
- d. Our new Adult Services Librarian, Ann Sorkowitz, joined us on April 18.

**New Business**

- Accident and Incident Form (#22-40) - Upon motion by Myron Chaitovsky (second, Terry Corrallo), this topic was tabled until June, when we have more information, especially from our attorney, or that of the Township.
- Parking Request from Zing Coffee Truck (#22-41) - Trustees determined that, as the company seeks regular “reserved” access to the parking lot, which is a Township property, they look to the Council, and not to us, for permission.
- Auditorium Rental by Free Reads Educational Mentoring Program (#22-42) - As is our practice, the Board left this to the discretion of the Director, but pointed out that our guidelines indicate the need for renters to present proof of insurance as a guarantee of possible indemnification, if necessary. (There was no such disclosure on the application form.) The Director agreed to make the appropriate inquiries before issuing permission.

**Good and Welfare**

Terry Corallo noted that the school system seeks a new Superintendent.

**Closed Session**

Terry Corallo moved (Joy Charles, second) to close our meeting to the public and we did so without objection at 8:10 PM. That closed meeting adjourned at 8:20 PM, upon motion by Terry Corallo (Myron Chaitovsky, second). Our public meeting reconvened at 8:25 PM, by motion from Benjy Burnat (Terry Corallo, second).

**Personnel**

Upon motion by Myron Chaitovsky (Joy Charles, second), the Board voted to adjust the annual part-time salary of Administrative Assistant Deborah Young to \$37,487.14, effective January 1, 2022. There were no objections. Terry Corallo abstained.

**Adjournment**

Upon motion by Myron Chaitovsky (Terry Corallo, second), and without objection, the meeting adjourned at 8:30 PM.

Myron Chaitovsky, Secretary  
Prepared by Deborah Young