

**MINUTES OF THE BOARD OF TRUSTEES
OF THE CLARK PUBLIC LIBRARY
TUESDAY, January 26, 2021
7:30 PM CLARK PUBLIC LIBRARY VIA ZOOM**

I. OPEN PUBLIC MEETING

The meeting was called to order by Cynthia Seng at 7:20 PM in accordance with the Open Public Meeting Act NJSA 10:46 et seq.

II. ROLL CALL

Trustees present were: Angel Albanese, Lisa Dunn, Kathy Palella, Cynthia Seng, Leila Molaie, Karen DeMarco, Carla Wagner and Donna Roglieri.

Also in attendance Director Megan Kociolek.

III. PLEDGE OF ALLEGIANCE – MOMENT OF SILENCE (Waived by Cynthia Seng)

IV. APPROVAL OF MINUTES

RES.2021.10

A. BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the minutes of the December 15, 2020 meeting as distributed to all members.

Upon motion by Lisa Dunn and seconded by Karen DeMarco this resolution was unanimously approved.

V. COMMUNICATIONS

We received a letter from a patron who wrote praising the staff of the Clark Public Library for their helpfulness and friendliness whenever she asks for assistance. She also loves the ‘by appointment’ and said it has helped make this year (of Covid) bearable.

Tap into Clark has given the Library its’ own column.

VI. DIRECTOR’S REPORT

See written report.

VII. PRESIDENT’S REPORT

Thank you for putting your trust in me and allowing me to continue in the role as President for another year. While I appreciate the opportunity to continue the work of the Library via Zoom, my wish is that we will be able to meet in person at some point this year.

VIII. COMMITTEE REPORTS

2021 committees are as follows:

Finance: Angel Albanese, Kathy Palella, Allison Kellish

Personnel: Angel Albanese, Leila Molaie, Lisa Dunn

Strategic Planning: Carla Wagner, Kathy Palella, Karen DeMarco

Capital Improvement/Building: Donna Roglieri, Carla Wagner, Lisa Dunn
Policy: Carla Wagner, Karen DeMarco, Leila Molaie
Health and Safety: Donna Roglieri, Karen DeMarco, Lisa Dunn

IX. OLD BUSINESS - N/A

X. NEW BUSINESS

**A. APPROVAL OF BILLS
RES.2021.11**

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the bill list in the amount of **\$29,096.48**.

Upon motion by Lisa Dunn and seconded by Kathy Palella this resolution was unanimously approved by roll call vote.

**B. APPROVAL OF INTERIM BUDGET
RES.2021.12**

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the interim budget of 26.25% of the 2020 budget of **\$971,592.00**.

Upon motion by Angel Albanese and seconded by Karen DeMarco this resolution was unanimously approved by roll call vote.

C. APPROVAL OF CHROMEBOOK LENDING AFGREEMENT & POLICY RES.2021.13

Chromebook Lending Agreement

When borrowing a Chromebook from the Library I understand and agree to the following:

1. I am responsible for the Chromebook as long as it is checked out to me.
2. I will not loan the Chromebook to anyone else.
3. I will not tamper with the Chromebook hardware or software.
4. I will immediately report any loss, damage, or malfunction of the Chromebook or its accessories to library staff (e-mail reference@clarklibrary.org).
5. I agree to pay overdue fines if I return the Chromebook after the due date (fines are \$10.00 per day).
6. I agree to pay all costs associated with the damage to, tampering with, or theft of the Chromebook while it is checked out to me. I agree to pay a \$350.00 Chromebook replacement fee and/or a \$25.00 Chromebook charger fee.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

Signature: _____

Date: _____

STAFF: PLEASE FILL IN THE FOLLOWING INFORMATION:

Patron name: _____

Patron barcode: _____

Today's date: _____

Chrome book # and Barcode: _____

Note: Before you check out the item, please be sure to check if all parts are present. It should have 3 items: Chromebook, case and charger. All parts are present? Yes _____ No _____

WHEN CHROMEBOOK IS RETURNED:

1. Check for 3 pieces: Chromebook, case and charger. All parts are present: Yes _____ No _____
2. (IMPORTANT) Date returned: _____
3. STAFF INITIALS _____

Chromebook Lending Policy**Availability:**

There are currently ten Chromebooks available for checkout by Clark Public Library cardholders.

Who can check out Chromebooks?

- The borrower must have a current Clark Public Library card with no outstanding fines.
- The borrower must be 18 years of age or older.
- The borrower must have read and agreed to the Chromebook Lending Policy in its entirety.
- Only one Chromebook per person can be checked out from the library at a time.
- Under no circumstances will a user be allowed to check out a Chromebook for another person.

How long can I keep a Chromebook?

- Chromebooks can be borrowed for 14 days (2 weeks).
- One renewal is allowed.
- Chromebooks must be returned in person to the circulation desk from where they originated. Do not return them using the book drop boxes.
- The borrower is responsible for any loss or damage to the Chromebook, case, or charger while in his/her possession.

What are the fines and fees for overdue, lost or damaged Chromebooks?

- Fines will apply to overdue Chromebooks.
- Items not returned will be considered lost, and a bill for replacement of Chromebook (\$350.00) and charger (\$25.00) will be issued.
- If the borrower modifies the Chrome book (I.e. jailbreaks the Chromebook) it voids the warranty and he/she will be charged the replacement cost of the Chromebook.
- You can check your account via the [Library Catalog](#) for a due date reminder.
- A patron will need to complete a "Chromebook Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.

Regulations of Use:

- The Chromebooks must be returned in the same condition as when it was borrowed.
- Users may not add or remove apps, download any programs, or change the configuration of the Chromebook in any way.
- Borrowers are required to report any problems experienced with the Chromebook during their borrowing period. The working condition of the Chromebook will be assessed before checkout and upon its return.
- A patron will need to complete a "Chromebook Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.
- The Clark Public Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the Chromebook.

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **Chromebook Lending Agreement & Policy** with changes.

Upon motion by Lisa Dunn and seconded by Angel Albanese this resolution was unanimously approved.

**D. APPROVAL OF iPad LENDING AGREEMENT & POLICY
RES.2021.14****iPAD Lending Agreement**

When borrowing an iPad from the Library, I understand and agree to the following:

1. I am responsible for the iPad as long as it is checked out to me.
2. I will not loan the iPad to anyone else.
3. I will not tamper with the iPad hardware or software.
4. I will immediately report any loss, damage, or malfunction of the iPad or its accessories to library

staff (e-mail reference@clarklibrary.org).

5. I agree to pay overdue fines if I return the iPad after the due date (fines are \$10.00 per day).
6. I agree to pay all costs associated with the damage to, tampering with, or theft of the iPad or USBC power adapter or lightening cable. I agree to pay a \$350.00 replacement fee for iPad and/or a \$40.00 fee for the USBC power adapter and lightening cable.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

Signature: _____

Date: _____

STAFF: PLEASE FILL IN THE FOLLOWING INFORMATION:

Patron name: _____

Patron Barcode: _____

Today's date: _____

ipad # and Barcode: _____

Note: Before you check out the item, please be sure to check if all parts are present. It should have 3 items: iPad, case and charger. All items present? Yes _____ No _____ Staff initials _____

WHEN iPad IS RETURNED:

1. Check for 3 pieces: iPad, case and charger. All parts present? Yes _____ No _____
2. (IMPORTANT) DATE RETURNED: _____
3. STAFF INITIALS _____

iPad Lending Policy

Availability:

There are currently six iPads available for checkout by Clark Public Library card holders.

Who can check out iPads?

- The borrower must have a current Clark Public Library card with no outstanding fines.
- The borrower must be 18 years of age or older.
- The borrower must read and agree to the iPad Lending Policy in its entirety.
- Only one iPad per person can be checked out from the library at a time.
- Under no circumstances will a user be allowed to check out an iPad for another person.

How long can I keep an iPad?

- iPads can be borrowed for 14 days (2 weeks).
- One renewal is allowed.
- iPads must be returned in person to the circulation desk from where they originated. Do not return them using the book drop boxes.
- The borrower is responsible for any loss or damage to the device, case, or USBC power adapter or lightening cable while in his/her possession.

What are the fines and fees for overdue, lost or damaged iPads?

- Fines will apply to overdue iPads.
- Items not returned will be considered lost, and a bill for replacement of iPad (\$350.00) and/or USBC power adapter and lightening cable (\$40.00) will be issued.
- Repair cost for a damaged iPad can range up to \$65.00, depending on severity.
- If the borrower modifies the iPad operating system (i.e. jailbreaks the iPad) it voids the warranty and he/she will be charged the replacement cost of the iPad.
- You can check your account via the [Library Catalog](#) for a due date reminder.
- A patron will need to complete an "iPad Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.

Regulations of use

- The iPad must be returned in the same condition as when it was borrowed.
- Users may not add or remove apps, download any programs, or change the configuration of the iPad in any way.
- Borrowers are required to report any problems experienced with the iPad during their borrowing period. The working condition of the iPad will be assessed before checkout and upon its return.
- A patron will need to complete an "iPad Borrowing Agreement" acknowledging financial responsibility for lost or damaged equipment.
- The Clark Public Library reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the iPad.

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **iPAD Lending Agreement and Policy with changes**.

Upon motion by Karen DeMarco and seconded by Carla Wagner this motion was unanimously approved.

E. APPROVAL OF PAYRATE INCREASE TO \$19.25 per hour FOR LAUREN REIDY AS PER UNION CONTRACT COMMUNICATION RES.2021.15

BE IT RESOLVED that the Board of Trustees of the Clark Public Library hereby approves the **payrate increase to \$19.25 per hour for Lauren Reidy as per Union contract**.

Upon motion by Karen DeMarco and seconded by Carla Wagner this resolution was unanimously approved.

XI. PUBLIC PARTICIPATION

As per Board Resolution 92-24 passed June 10, 1992, a member of the public will be limited to one five minute period and that the number of periods available to a single individual is limited to two five minute sessions at the discretion of the chair.

XII. NOTICE OF NEXT BOARD MEETING

The next Regular Meeting of the Board of Trustees of the Clark Public Library is to take place on **Tuesday, February 9, 2021** at 7:30 PM at the Clark Public Library.

XIII. ADJOURNMENT

Upon motion by Angel Albanese and seconded by Lisa Dunn the meeting was adjourned at 8:07 PM by Cynthia Seng.

Respectfully Submitted: Donna Roglieri