

**PALS Plus Executive Board Meeting
February 27, 2020 at 10:15 a.m.
Verona Public Library**

AGENDA

Call to order

Approval of the minutes of January 23, 2020 regular Executive Board meeting

Public Petitions and Requests

President's Report—Claudine Pascale

Correspondence

Kearny Public Library

Treasurer's Report—Ricardo Pino

Executive Director's Report—Luca Manna

Committee Reports

Old Business

New Business

Kearny Public Library

Trustee Workshop

Life Insurance

Personnel - Harassment Policy

Announcements

Adjournment

Next meeting:

PALS Plus General Membership Meeting

March 26, 2020 at the West Milford Township Library

**PALS Plus Executive Board Meeting
January 23, 2020 at 10:15 a.m.
Verona Public Library**

AGENDA

Call to order of Executive Board Meeting

The regular meeting of the PALS Plus Executive Board was called to order at 10:27 a.m. at the Verona Public Library by President Claudine Pascale (Verona). In attendance were Executive Board members Justine Tomczak (Clifton), Ricardo Pino (West Milford), Anne Krautheim (Totowa), and Linda Hoffman (Woodland Park). Also in attendance was Luca Manna (PALS Plus), Patti Perugino (Bloomington), Catherine Wolverton (Cedar Grove), and Mary Martin (Wanaque). The members present constituted a quorum.

Approval of the minutes of December 19, 2019 regular Executive Board meeting

Mr. Pino made a motion to approve the minutes from the Executive Board meeting of December 19, 2019. Ms. Tomczak seconded the motion. The minutes were approved unanimously.

Public Petitions and Requests

There were two members of the public in attendance.

President's Report—Claudine Pascale

- Ms. Pascale thanked the group for coming to Verona for the meeting.
- Ms. Pascale announced that most committees have already met and planned events for 2020. She stated that PALS Plus committees accomplish great things in moving libraries forward and improving services to patrons. She is looking forward to a busy and productive year.

Correspondence – There was no correspondence.

Treasurer's Report—Ricardo Pino

- Mr. Pino pointed out that the line item for assessment for December 2019 was at 101%. Mr. Manna explained that the overage is the assessment paid by Union City Public Library as that number was not included in the 2019 budget.
- Mr. Pino also noted that the line item for Digital Collections was 108%. Mr. Manna explained that the board had authorized the additional expenditure with the understanding that money could be used from reserves, if needed. Ultimately, the additional expense was met within the fiscal year's income.
- Mr. Pino calculated that approximately \$60,000 could be moved to reserves.
- Ms. Tomczak made a motion to approve the Treasurer's Report. Ms. Krautheim seconded the motion. The Treasurer's Report was accepted unanimously.

Executive Director's Report—Luca Manna

- Mr. Manna thanked Ms. Laurie Barrett of Clifton Public Library for all of her help serving as the primary point person on implementing SMS Text Notifications. The 3 types of notices are pre-overdue notifications, date due notifications and hold availability notifications. Mr. Manna plans a

gradual rollout beginning with the libraries represented on the PALS Plus Circulation Committee.

Mr. Manna reported that there have been very few issues to work through and that he is planning for a system-wide launch in February.

- Mr. Manna discussed the Windows 10 Upgrade and informed the board that all but two sites that are part of the tech support program are finalized. It has been a monumental undertaking for Jim, Eli and Jason.
- Mr. Manna announced that most committees have scheduled and will have held their first meetings of the year by the end of January. He reminded the board that PALS Plus committees are gearing up for a lot of great work this year with the hope that many objectives and projects that have been in the works for several years would be completed this year. Mr. Manna thanked the directors for permitting their staff to participate in committees. He is impressed by the great work the committees have been able to accomplish throughout the years.
- Mr. Manna declared that Eli is generating the data necessary for the annual state survey. The data will be delivered in February.

Committee Reports

- Mr. Manna reported on the Digital Strategy Committee meeting and the recommendations to increase default loan periods and number of checkouts. The committee will examine how these changes impact patron wait times for materials. He also pointed out that the process of selection is still being fine-tuned and, at this time, was taking much longer than previously.

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Old Business – There was no old business.

New Business

- Executive Board vacancy appointment – Mr. Pino made a motion to accept the nomination of Catherine Wolverton to fulfill Brianne Colombo's unexpired Executive Board term. Ms. Hoffman seconded the motion. The motion was passed unanimously.

Ms. Wolverton's term will begin at the Executive Board Meeting on February 27, 2020.

- Mr. Pino made a motion to accept the recommendation from the Digital Strategy Ad-hoc Committee to improve patron satisfaction with the OverDrive collection. These include:
 - Increasing the default loan period for eBooks from 7 to 14 days
 - Increasing the default loan period for digital audiobooks to 21 days
 - Increasing the number of items that can be checked out at one time from 4 to 5 items
 - Increasing the number of holds per patron from 2 to 5 items

Ms. Tomczak seconded the motion. The motion was passed unanimously.

- Mr. Pino made a motion to bring to the general membership the recommendations of the Policy Committee on automatic renewals.

Ms. Tomczak seconded the motion. The motion was passed unanimously.

- Ms. Hoffman made a motion to discuss the Embargo on New Item Types Recommendation. Ms. Tomczak seconded the motion. The Policy Committee recommends a six month trial to reduce the embargo time from 90 days to 30 days to see how it impacts collections.

Mr. Pino made a motion to have the six month trial of a 30-day embargo. Ms. Pascale seconded the motion. The motion was passed unanimously.

- Standing Committees of the Executive Board were established.
 - Finance Committee – Mr. Pino and Ms. Pascale will serve. An additional member, a director, is needed.
 - Nominating/Elections Committee - Ms. Krautheim and Ms. Hoffman will join Susan Serico and Michael Drazek on the committee.
 - Personnel Committee - Ms. Martin, Ms. Tomczak and Ms. Perugino will serve.
- By-laws Review Ad-Hoc Committee will review PALS Plus by-laws. Members will include Mr. Pino and Ms. Wolverton. Mr. Manna will reach out to Mr. Parker to gauge his interest.
- ILS Review Ad-Hoc Committee will be tasked with reviewing the needs and feasibility of migrating to a new ILS. Mr. Manna will reach out to possible candidates.

Announcements

- Ms. Hoffman announced that Alfred Baumann Library will be hosting a Casino Night fundraiser on Friday, March 13 at the Brownstone for \$100 per person. 50/50 tickets will also be sold for \$5 each – last year the prize was \$4,000.

Adjournment – Mr. Pino made a motion to adjourn the meeting. Ms. Hoffman seconded the motion. The meeting was adjourned at 11:44 a.m.

Next meeting:

PALS Plus Executive Board Meeting
February 27, 2020 at the Clifton Public Library

PALS Plus

2020 PALS PLUS BUDGET VS ACTUAL	January	YTD	Budget	Balance	
INCOME					
Assessment	\$ 29,518	\$ 29,518	\$ 658,678	\$ (629,160)	4%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Interest Income	\$ 118	\$ 118	\$ -	\$ 118	
Tech Support Income	\$ 4,295	\$ 4,295	\$ 54,752	\$ (50,457)	
Applied from Reserves	\$ -	\$ -	\$ 10,000	\$ (10,000)	
Total Budgeted Income	\$ 33,931	\$ 33,931	\$ 793,430	\$ (759,499)	4%
EXPENSES					
Advocacy and Public Relations	\$ -	\$ -	\$ 2,500	\$ 2,500	0%
Capital Expenses	\$ 2,034	\$ 2,034	\$ 30,084	\$ 28,050	7%
Contracts and Subscriptions	\$ 8,469	\$ 8,469	\$ 178,294	\$ 169,825	5%
Digital Collections	\$ 50,359	\$ 50,359	\$ 69,000	\$ 18,641	73%
Fee for Service	\$ 541	\$ 541	\$ 14,975	\$ 14,434	4%
Pass-Through Costs ^A	\$ 21,535	\$ 21,535	\$ -	\$ (21,535)	
Office Supplies and Equipment	\$ 53	\$ 53	\$ 3,700	\$ 3,647	1%
Official Business	\$ 33	\$ 33	\$ 10,000	\$ 9,967	0%
Personnel including Tech Support ^A	\$ 52,628	\$ 52,628	\$ 457,777	\$ 405,149	11%
Rent	\$ 4,200	\$ 4,200	\$ 16,800	\$ 12,600	25%
Telecom: Members ^A	\$ (2,124)	\$ (2,124)	\$ -	\$ 2,124	
Telecom:PALS Plus	\$ 1,080	\$ 1,080	\$ 10,300	\$ 9,220	10%
Expenses	\$ 119,396	\$ 119,396	\$ 793,430	\$ 674,034	15%
Contingency Expenses	\$ -	\$ -	\$ (10,000)	\$ (10,000)	0%
Total Budgeted Expenses	\$ 119,396	\$ 119,396	\$ 783,430	\$ 664,034	15%

^A Monthly and ongoing balances include reimbursement from members

Shaded lines are not included in budget totals

PALS Plus, Inc.
Balance Sheet Prev Year Comparison
As of January 31, 2020

	Jan 31, 20	Jan 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10150 · VNB Operations Acct [2590]	118,405.06	104,917.80	13,487.26	12.9%
10250 · VNB ACH Acct [8040]	2,519.59	2,779.79	-260.20	-9.4%
10300 · PALS Plus NJ Cash Management	80,721.35	78,998.17	1,723.18	2.2%
10350 · VNB Money Market Acct	32,175.26	32,159.19	16.07	0.1%
Total Checking/Savings	233,821.26	218,854.95	14,966.31	6.8%
Accounts Receivable				
11100 · PALS Plus Member Invoices	245,396.40	251,797.86	-6,401.46	-2.5%
Total Accounts Receivable	245,396.40	251,797.86	-6,401.46	-2.5%
Total Current Assets	479,217.66	470,652.81	8,564.85	1.8%
Fixed Assets				
12600 · Acc Dep Computer Equipment & So	-85,728.00	-85,728.00	0.00	0.0%
12800 · Computer Equipment/Software	181,829.21	181,829.21	0.00	0.0%
Total Fixed Assets	96,101.21	96,101.21	0.00	0.0%
TOTAL ASSETS	575,318.87	566,754.02	8,564.85	1.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	0.00	-18,626.60	18,626.60	100.0%
Total Accounts Payable	0.00	-18,626.60	18,626.60	100.0%
Other Current Liabilities				
20300 · Accrued Liabilities	18,510.61	18,510.61	0.00	0.0%
20500 · Deferred Revenue-Group purchase	8,394.01	8,394.01	0.00	0.0%
Total Other Current Liabilities	26,904.62	26,904.62	0.00	0.0%
Total Current Liabilities	26,904.62	8,278.02	18,626.60	225.0%
Total Liabilities	26,904.62	8,278.02	18,626.60	225.0%
Equity				
30000 · Opening Balance Equity	90,295.17	90,295.17	0.00	0.0%
32000 · Retained Earnings	314,823.52	277,958.03	36,865.49	13.3%
Net Income	143,295.56	190,222.80	-46,927.24	-24.7%
Total Equity	548,414.25	558,476.00	-10,061.75	-1.8%
TOTAL LIABILITIES & EQUITY	575,318.87	566,754.02	8,564.85	1.5%

Executive Director's Report – February 2020

Cataloger and Metadata Position

Emma Galegor will be leaving PALS Plus on March 5th. She was offered the opportunity to extend her hours at the Rochelle Park Public Library as a children's library assistant. It is bittersweet and we are sorry to see her go, but happy that she'll be taking on greater responsibilities in the area of library services that she wishes to pursue when she's a degreed librarian.

We are posting the ad for her position ad on NJLA and the BCCLS website and will hopefully fill the position soon. During the interim, we will distribute some of Emma's responsibilities internally, so please continue to submit database related TrackIts! as needed.

I hope that you all share in my appreciation for the professionalism she has brought and the work Emma has done for us over the past year and wish her a bright future in library land. Perhaps, she'll be back in PALS Plus under a different capacity in the not too distant future.

State Report

A thank you to Eli for mining all the data for the annual state survey – it's a ton of work! The data report is being finalized and will be sent to directors shortly. I anticipate that alerts will pop-up as the surveys are being completed – they *always* do. In such cases, a simple explanation generally suffices, but please reach out to me if any assistance is needed.

As in previous years, I ask you to send me a PDF copy of your filing once you have completed it. Last year that data was used as the basis of a *PALS Plus by the Numbers* analysis which I feel more accurately reflects the way PALS Plus libraries are being used.

Kearny Public Library

I'm happy to announce that the Board of Trustees of the Kearny Public Library has officially requested membership in PALS Plus as a Partner Member. Once their membership is approved by the PALS Plus membership, we'll set a timeline for go-live.

Voting Representatives & Shared Services Agreement

Almost all libraries have submitted their voting representative and alternate forms. This is the document that establishes you (and an alternate) as your library's representative for membership votes. As we near our first membership meeting in March it is imperative that this form be on file. I will contact those for whom we have not received these forms.

Signed Shared Services Agreements have begun trickling in. As a reminder, please submit copies of the resolution and the Shared Services Agreement signed by representatives of your board of trustees. Our current agreement expires in April 2020, so there is at least one more cycle of board of trustee meetings for your libraries before we need to discuss the possible need of extending the current agreement.

Upcoming Events

Event	Location	Date	Time
Policy Committee	West Milford	Friday, February 21, 2020	10 AM
Youth Services Committee	Totowa	Monday, February 24, 2020	10 AM
Executive Board Meeting	Clifton	Thursday, February 27, 2020	10:15 AM
Public Relations Committee	Totowa	Friday, February 28, 2020	10 AM
Information Management Committee	Clifton	Thursday, March 5, 2020	2:15 PM
Digital Services Committee	Wayne	Monday, March 9, 2020	10 AM
Technical Services Committee	Little Falls	Wednesday, March 18, 2020	10:30 AM
Circulation Committee	Haledon	Thursday, March 19, 2020	10 AM
Policy Committee	TBA	Friday, March 20, 2020	10 AM
General Membership Meeting	West Milford	Thursday, March 26, 2020	10:15 AM
Youth Services Committee	Totowa	Monday, March 30, 2020	10 AM