

Free Public Library of Berkeley Heights
Board of Trustees
August 10, 2020
Prepared: August 14, 2020
Approved: September 14, 2020

This meeting was contained on a list of meetings approved on December 9, 2019. Advance notice has been advertised in the Courier News, Star Ledger, posted BHPL's website and forwarded to Tapinto Berkeley Heights, and the Clerk's Office. This meeting will be conducted by Zoom.

The meeting was called to order by Linda Nessenson at 7:02 PM.

PRESENT: Diane O'Halloran, Ann Bunyaner, Donna Boyd, Sheila Buthe, Linda Nessenson
ABSENT: Superintendent's Alternate Diane Azalone and Mayor's Alternative Kevin Hall.
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT:

Buthe asked that the phrase "in regard to the costs of \$25,000 for one version and \$52,000 for the other version" be added to the second sentence under Board Reports Self-checkout.

Boyd motioned to accept the Minutes of July 13, 2020 as amended. Bunyaner seconded the motion and it passed unanimously.

TREASURER'S REPORT: Nessenson said that \$ 75,000 received from the Township and put into capital should be held by the Town according to the payment agreement for the shared invoice. Bakos will discuss this with the Township Treasurer. Nessenson asked for approval of the Financial Worksheet and the clarification from the Township about the quarterly payment. O'Halloran so moved, Boyd seconded the motion and all approved. Bakos noted that two additions, totaling \$23,502.52 were made to the Bill List after the Overdrive and HBK bills arrived late. Boyd and Nessenson will sign the checks. Nessenson called for a motion to approve the Bills List. Buthe motioned that the Bill List be approved, Boyd seconded the motion and all agreed.

PUBLIC COMMENT: Sai Bhargavi asked about the format and availability of Board meeting recordings. Nessenson replied that the meetings are recorded on audio cassette. Bakos said that a copy of the requested meeting will be available tomorrow.

DIRECTOR'S REPORT:

Circulation –Downloadables showed an increase of 500 circs over July of last year. The State Library is working on a system for Interlibrary Loan that will be available sometime after Labor Day. Overdue notices are being sent for items out since the March closing. No fines are being charged.

Building and Grounds – nothing to report

Other – The Library is eligible for reimbursement of Covid19 expenses for equipment and supplies through the CARES Act being administered by the Township. Bakos has sent a list totaling close to \$4,000 to the Township Treasurer for expenses already paid.

LIAISON'S REPORT: Liaisons not present

BOARD REPORTS:

Facilities- Nessenson reported shelving delivery was received on July 27th. When asked, the vendor did not offer a Covid 19 discount. Nessenson noted that the library paid less for new furnishings by ordering before State Contract prices rose by 10%.

The committee met with Library Interiors to see a finished end panel and the final fabric and carpeting selections for the Children's Room.

Bakos accompanied Glenn from Library Interiors for a look at the inside the new library where the interior walls are going up.

Marketing- Logo- Buthe reported that the new logo is finished and imbedded in the new website.

Website- Boyd said that the launch date is set for September 9th to co-inside with the new school year.

Self-checkout- Nessenson reviewed the proposal requested from Tech Logic for a selfCircPrime self-checkout system which is consistent with the Library's TLC platform, total cost \$ 38,085.93. (proposal attached).

Nessenson recommended that the system be purchased. Bunyaner motioned to approve the purchase , Boyd seconded motion. Buthe said that she would not approve based on cost. The motion passed with Boyd, Bunyaner, O'Halloran and Nessenson voting to approve; and Buthe voting not to approve.

Continuing Re-opening Plan – Bakos said that plans to reopen are progressing and that she is hoping that everything will be in place by the next Board meeting.

NEW BUSINESS:

Staffing –Bakos distributed a preliminary basic job description for a new part time person. A new title would have to be added to the salary schedule before the proposed new position could be filled. A part time librarian with Word Press experience is needed to fill a scheduling gap in Reference. A part-time Circulation Assistant position is also open due to a retirement.

Old Business – Bunyaner said it is possible to get a Debit card for BHPL. Nessenson said a card is usually in the Treasurer's name, but in the Director's possession. Nessenson will work on rules for card use in preparation for a vote to approve in September.

ADJOURNMENT: There being no further business, Nessenson adjourned the meeting at 7:54 pm.