

Free Public Library of Berkeley Heights
Board of Trustees
September 14, 2020
Prepared: September 19, 2020
Approved: as amended October 12, 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 7:06 PM.

PRESENT: Diane O'Halloran, Ann Bunyaner, Donna Boyd, Sheila Buthe, Linda Nessenson, Superintendent's Alternate Diane Azalone

ABSENT: Mayor's Alternative Kevin Hall.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director, Renee Riczker

SECRETARY'S REPORT-

Bunyaner motioned to accept the Minutes of August 10, 2020. Boyd seconded the motion and it passed unanimously.

TREASURER'S REPORT- Bill List – three bills from Library Interiors were paid through the Capital Account. Boyd asked for a motion to increase of the website budget from \$2,000 to \$3,500 to compensate for additional work. Nessenson called for a motion to amend the total budget for website to \$3,550. O'Halloran so motioned; Buthe seconded the motion and it passed unanimously. Buthe made a motion to amend Millett's contract from \$2,000 to \$ 3,000, Boyd seconded the motion and it passed unanimously. Bunyaner called for a motion to approve the Bills List and Financial Worksheet. Bunyaner so moved; O'Halloran seconded and the motion passed unanimously.

PUBLIC COMMENT: No citizens spoke.

DIRECTOR'S REPORT

Circulation –Downloadables are still doing well.

Building and Grounds – Nothing special to report.

Other – RBdigital Magazines- Hundreds of titles have been added to the RBdigital subscription.

LIAISON'S REPORT: Diane Azalone reported that the elementary schools are moving to a hybrid schedule.

BOARD REPORTS:

Facilities- Nessenson cited the latest Municipal Complex progress report concluding that it could be possible that the process of moving might begin at some point between October and December. Bakos commented that the move could be impeded if the elevator is not first installed and inspected.

Marketing- website- Boyd said that the logistics of going live with website will be discussed by the committee, contributing staff members and Stephen Millet tomorrow.

Continuing Re-opening Plan- Renee Riczker (staff member at BHPL, member of OEM team in Green Brook, former Library Director) commented on obstacles to opening the library at 110 Roosevelt Ave. for public entry. Obstacles include the access hallway, which is the only route to all collections, but does not allow for social distancing; collections in small rooms which would become inaccessible to staff when occupied , problematic ventilation, and the need to install protective barriers in the Reference and Children's Departments. Riczker

suggested that if the library will be closed and preparing to move in the near future, it would be the best and safest thing to continue with curbside service only. Bakos expressed concern about putting more money into this building at this time.

After discussion, Nessenson called for a motion that the Library at 110 Roosevelt will not reopen to the public. Since it is anticipated that the Library will be in the temporary space only until the end of 2020, we will continue to provide curbside services, and phone and email consultations. Bunyaner so moved, Boyd seconded, and it passed unanimously.

NEW BUSINESS

Donation Policy- Bakos reported that a statement notifying the public that book donations are not being accepted at this time will appear on the new website.

Meeting Room Policies- in progress

Nessenson remarked that she will work on a debit card policy for next month's meeting.

Shared Space Agreement – Nessenson reported that no meeting has been set.

Union County Cares Act Coronavirus Relief Funds Grant- Public Library- Bakos reported that the County will be issuing a new list of what will be considered for the grant. The deadline, originally Friday of this week, will be extended for another week.

Bakos read a proposed Resolution for the grant (attached). Bakos remarked that Plexiglass for the new site, two tablets and a small green screen are being considered so far, but changes could be made depending new guidelines from the County. Bunyaner made a motion to approve the Resolution. Boyd seconded the motion and it passed unanimously. The final grant request items will be sent to the Board.

OLD BUSINESS –

Addition of new position (Publicity/Marketing)- The new job description was distributed and examined.

Nessenson called for a motion to approve the job description for, Boyd so moved, O'Halloran seconded the motion and it passed unanimously.

2020 Salaries, new Minimum/Maximum- Bakos noted that the salary schedule has not been updated since 2017.

The new schedule calls for a straight 2% raise for full and part time workers retroactive to January 1, 2020.

Bunyaner made a motion to approve the maximum and minimum salary ranges for 2020. Boyd seconded the motion and it passed unanimously.

ADJOURNMENT- There being no further business, Nessenson adjourned the meeting at 8:24 pm.