

Free Public Library of Berkeley Heights
Board of Trustees
October 12, 2020
Prepared: October 14, 2020
Approved as corrected November 9, 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 7:05 PM.

PRESENT: Diane O'Halloran, Ann Bunyaner, Donna Boyd, Sheila Buthe, Linda Nessenson, Superintendent's Alternate Diane Azalone and Mayor's Alternative Kevin Hall.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT -Bunyaner asked that the word "issues" be removed from the end of the first sentence under SECRETARY'S REPORT.

Bunyaner motioned to approve the minutes with the corrections made by Boyd. O'Halloran seconded the motioned; Hall abstained, all others approved.

TREASURER'S REPORT – Bakos reviewed a chart of the 1/3 mill funding for 2021 for Union County libraries. The funding for the BHPL is down by \$40,380. The per capita state aid of \$5,712 is down by \$64.00. Bakos noted that the Financial Worksheet includes capital money spent in September and a suspended library fine paid at the patron's insistence. Nessenson called for a motion to accept the September 2020 Financial Work Sheet. O'Halloran so moved; Boyd seconded the motion and it passed unanimously. The Bills List was examined. Boyd made a motion to approve the Bills List; O'Halloran seconded the motion and it passed unanimously.

PUBLIC COMMENT – No one spoke.

DIRECTOR'S REPORT

Circulation – Total Circulation is down a bit with a rise in Downloadables. The ILL delivery service should be totally restored by the end of October. Storytime and other story virtual programs continue to have a high number of views. Outdoor socially distanced story programs are held weekly on the lawn. Curbside pickups remain strong.

Building and Grounds – nothing to report

Other-Union County Cares Grant for Libraries – update – A conditional notice of approval has been received for the request for \$21,312.56.

LUCC Lectures- The Libraries of Union County applied for a public author grant for the author lecture series, "Race Empowerment and Experience".

LIAISON'S REPORT: Azalone commented on current scheduling and preparation for the future. Students traveling for teacher's convention and the holidays will be quarantined for remote learning for 2 weeks. Referendum for full day of Kindergarten is postponed until 2021.

BOARD REPORTS: Facilities - Nessenson reported that the Townships expects a Temporary Certificate of Occupancy (TCO) for 29 Park Avenue by the end of October or so. Once the TCO is issued, furniture can be moved in and staff can work in the building.

Library Interiors is scheduled for two weeks of shelving installation, followed by approximately two weeks for furniture installation. Hall noted that the Township offices would probably move in first since the old Municipal Building will need to be razed.
Buthe arrived at this point.

Marketing - Bakos reported that the new library cards have been ordered. Two book group newsletters and two children's newsletters have gone out. The second stay-tuned newsletter will go out tomorrow. Links to sign up for the newsletters have been added to Wowbrary and Facebook and sent to the Township Newsletter. Boyd's suggestion for publicizing the new website in further venues, such as Tap, was discussed.

NEW BUSINESS

Meeting Room Policies - Bakos said that the policy is still in progress.

Record Retention - Bakos previously sent out a list of documents that can be discarded with the state's approval. Nessenson called for a motion to approve the removal of the records for Grants, Bids and Proposals and Insurance Certificates-Liability; the most recent record was 2013. Buthe so moved. Bunyaner seconded the motion and it passed unanimously.

Nessenson read the Resolution for the for the County of Union Coronavirus Relief Funds Library Grant Subaward Agreement (Attached). Nessenson called for a motion to take a vote to approve acceptance of the grant. Hall so moved; Bunyaner seconded and the motion passed unanimously.

OLD BUSINESS

2020 Salaries Resolution – Nessenson read the Resolution that the listed Berkeley Heights Library employees receive a 2% salary increase retroactive to January 1, 2020. (Attached) Nessenson called for a motion to approve. Bunyaner so motioned; O'Halloran seconded the motion and it passed unanimously.

EXECUTIVE SESSION

Nessenson read A Resolution Pursuant to N.J.S.A.10:4-12 Moving the Public Meeting into Executive Session to discuss Attorney-Client Privilege-Shared Space Agreement. (Attached)

Mayor's Alternate Hall asked to speak in advance of the Executive session. He reported that he had reviewed the Shared Space Agreement with the Township Administrator and the Township Attorney. Hall exited the meeting at 8:08 PM

Bunyaner motioned to vote to move into Executive Session. Boyd seconded and the motion passed unanimously. The meeting migrated to a Zoom site dedicated to the Executive Session and it began at 8:10 PM.

Bunyaner motioned to leave Executive Session at 8:57 PM., Boyd seconded the motion and all agreed. The Exec Session was ended at 8:58 pm. No action was taken.

ADJOURNMENT- Boyd motioned that the meeting be adjourned. Bunyaner seconded the motion and all agreed. The meeting adjourned at 9:03 pm