

Free Public Library of Berkeley Heights
Board of Trustees
November 9, 2020
Prepared: November 10, 2020
Approved: December 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 7:07 PM.

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

ABSENT: Donna Boyd

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

SECRETARY'S REPORT- Nessenson noted that the word "issues" had been incorrectly added to the first sentence of the SECRETARYS REPORT and asked that it be removed. Nessenson also asked that, in the last paragraph under EXECUTIVE SESSION, the word "voted" be changed to "motioned". Bunyaner motioned to approve the minutes of October 12, 2020 as corrected. O'Halloran seconded the motioned; and all agreed.

TREASURER'S REPORT- Nessenson asked for a motion to approve corrections of a non-substantive nature to the 2019 Audit. Bunyaner motioned to approve the corrections. O'Halloran seconded the motion and it passed unanimously.

Nessenson called for a motion to accept the October 2020 Financial Work Sheet. Azalone so motioned; O'Halloran seconded the motion and it passed unanimously.
Hall arrived at this point.

PUBLIC COMMENT– Mary Jean Barnes asked where to find Board meeting agendas. Bakos responded that agendas are posted on the Library website –under About Us, Board of Trustees on the website.

DIRECTOR'S REPORT

Circulation – There was a dip in total Circulation while downloadables continue to rise. Eighty-one new cards were issued in October. Story times on Facebook continue to be popular and outdoor story times are held once a week, weather permitting. Take home craft bags have been very popular.

Building and Grounds – nothing to report

Other- ILL is up and running although some libraries have not yet joined in. Bakos is working with Pawel of HBK on system upgrades that will be needed when we move. The elevator at 29 Park Avenue is ready for inspection.

LIAISON'S REPORT: Azalone reported that the High School has gone fully remote for 2 weeks due to Covid-19 cases. Plans for all elementary students to be in school have been put on hold. A rogue Instagram account attached to the GL logo was taken down.

Hall reported that building construction and work on the Shared Services Agreement are progressing. Nessenson added that two Temporary Certificates of Occupancy are pending before shelving can be delivered and installed.

BOARD REPORTS:

Facilities- Bunyaner commented that when library is allowed into 29 Park Avenue, the architect's punch list will be reviewed.

Marketing-Buthe thanked Bakos for reaching out to TAP. Bakos is posting monthly newsletters for Children's News, Book and Book Group news and Coming Soon announcements. After a sample of the new library card was received printed in purple, Bakos contacted the logo designer who supplied a list of color codes. A new sample is being prepared

Bakos referred back to a distributed chart of 1/3 of a mill annual amounts over the last few years. Nessenson called for a motion to approve the Bills List. O'Halloran so motioned. Buthe seconded the motion and it passed unanimously. Nessenson and Bunyaner will sign the bills.

NEW BUSINESS

2020 Operating Expenses – Bakos reviewed the expenses to date. Supplies costs rose largely due to Covid19 related products. Book storage prices went up due to 4 months added beyond the original projection. Nessenson called for a motion to approve the amended 2020 Operating Budget -Bunyaner so motioned. O'Halloran seconded the motion and it passed unanimously.
N.J.A.C. 5:39-1 Emergency Meeting Protocol for Local Public Bodies – tabled until approved by the Council.

OLD BUSINESS

Meeting Room Policies- Bakos said this is part of shared services and is still being worked on.

EXECUTIVE SESSION

Attorney-Client Privilege- Shared Services Agreement

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)

O'Halloran motioned to move into Executive Session. Azalone seconded and the motion passed unanimously. Hall left at this point. At 7:52 the meeting migrated to a Zoom site dedicated to the Executive Session.

Bunyaner motioned to leave Executive Session, O'Halloran seconded the motion and all agreed. The Exec Session was ended at 8:40 pm. No action was taken.

ADJOURNMENT- There being no further business, the meeting adjourned at 8:40PM.