

DECEMBER 14, 2020

Prepared: December 16, 2020

Approved: January 7, 2021

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 7:03 PM.

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

ABSENT: Sheila Buthe

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

SECRETARY'S REPORT- Nessenson called for a motion to approve the Minutes of November 9, 2020. Bunyaner so motioned. O'Halloran seconded the motion and it passed with Boyd abstaining.

TREASURER'S REPORT- A memorial donation for Doris Sievering was made by the Berkeley Heights Woman's Club. Nessenson called for a motion to accept the November 2020 Financial Work Sheet. O'Halloran so moved; Bunyaner seconded the motion and it passed unanimously.

PUBLIC COMMENT- No comments.

Nessenson asked that the LIAISON REPORTS be given at this point.

Hall reported that the Town Hall will commence the move to the new building on Tuesday, December 15. The Township Administrator will contact the Library next week to discuss the shared expenses agreement.

Azalone reported that all schools are now open in the hybrid cohort.

DIRECTOR'S REPORT

Circulation -Downloadables have increased as all other formats have declined. Welcome emails were sent to new residents and forty-one new cards were issued last month. Story times on Facebook continue to be popular and outdoor story times are held once a week, weather permitting. Craft bags have been very popular.

Building and Grounds - Nothing to report.

Other- Bakos reminded the Board that the State requires 7 hours of training per Board per year. A link to training options was sent to all Board members.

LIAISON'S REPORT: see above.

BOARD REPORTS:

Facilities Update- 29 Park Ave- .Nessenson reported that she, Bunyaner, Boyd, Bakos and Hall have seen the new space at 29 Park Avenue. The furniture installment should begin next Monday and should take two weeks to complete. Bakos reported that Simonik is scheduled to pack, move and re-shelve our books beginning on January 11th. The process should take approximately two weeks. The Library will remain open at 110 Roosevelt Avenue until January 4 or 5th with a target date of Monday, February 1st for opening at the new location. Nessenson said that the plan for reopening for the public will need to be revisited in accordance with Covid -19 restrictions. Bakos said that all circulating items at our current location are being tagged for self-checkout; Ingram will hold all new book orders during the move; and, all mail will be held at the Post Office. Bakos noted that due to the extended time of the project, Library Interiors has charged an additional \$1,840 for shelving /furniture storage

fees. Library Interiors has charged \$2,466.88 for an extra day of labor due to the need to hand carry large furniture up to the Library space. (Hall left at this point.)

Bunyaner commented on the diligent handling of the punch list for the interior by the architects, Mast, and the contractors.

Bakos noted that an inspector noted that the Children's Room sockets all need to be replaced with new safety sockets. Bakos will get estimates for re-painting sections of four accent walls.

Marketing- Bakos reported that four Constant contact emails (Children's, Book Group, Welcome to the Library and What Happens Next) are going out. Bakos looks forward to posting photo updates and a soft time line to What Happens Next. Boyd modeled the new mask with the Library logo.

Bakos – new blue library cards have arrived

(Azalone left the meeting at this point.)

Bakos will order new bags with the Library logo. Nessenson said that tables for the creative space will be delivered tomorrow.

The Bills List examined - Bakos commented that the Bill List is always high in December due to the annual bill from The Library Corporation. Nessenson called for a motion to approve the Bills List. Bunyaner so motioned. Boyd seconded the motion and it passed unanimously. Bunyaner and Boyd will sign the checks.

NEW BUSINESS

Meeting Dates 2021, Holidays 2021 - Bakos presented the 2021 Board Meetings list and asked that the Board re-organization meeting, originally set for Monday, January 11th, be rescheduled for Thursday January 7th.

(Azalone rejoined the meeting at this point) Nessenson called for a vote to approve the Holiday Schedule 2021.

Boyd so motioned, O'Halloran seconded the motion and all approved.

Nessenson called for a motion to approve the date of the reorganization meeting to January 7, 2021.

Bunyaner so motioned, Azalone seconded the motion and all agreed.

Budget and Pay to Play – January 2021 meeting

Bakos reported that the Budget is still in progress. Pay to Play documentation will be postponed until January as RBDigital and Overdrive are both undergoing changes in ownership. Pay to Play documentation will be postponed until January.

Proposal from HBK for move from 110 Roosevelt Ave. to 29 Park Ave. Nessenson called for a motion to approve payment of \$7,000 for hardware and \$10,073 for labor to HBK IT services. Bunyaner so motioned, O'Halloran seconded the motion and all approved.

OLD BUSINESS

Meeting Room Policies- Tabled until move

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business, the meeting adjourned at 8:11 P.M.