

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

March 8, 2021

Prepared: March 10, 2021

Approved: April 12, 2021

This meeting was contained on a list of meetings approved on December 14, 2020. 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, Mayor's Alternative Kevin Hall.

ABSENT: None

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

SECRETARY'S REPORT –Nessenson called for a motion to accept the Minutes of February 8, 2021. Boyd so moved. Bunyaner seconded the motion and it passed with Hall abstaining.

Nessenson called for a motion to accept the minutes of the special meeting on February 22, 2021.

Bunyaner moved to approve the minutes. Boyd seconded and it passed with Hall abstaining.

After discussion, Nessenson recommended that the Executive Meeting Minutes of February 22, 2021 be tabled; all agreed.

TREASURER'S REPORT – Financial worksheet for February 2021 was examined. Nessenson called for a motion to approve the February 2021 Financial Worksheet. Bunyaner so moved, O'Halloran seconded, and all approved.

A new Worksheet from the Town that tracks funding of salaries and budget funding was examined.

After discussion, Nessenson called for a motion to approve the monthly bills list. Bunyaner so moved, Boyd seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS - None

BOARD REPORTS-

Board Officers 2021- Nessenson called for a motion that Buthe assume the office of President for the remainder of 2021 and that Nessenson assume the office of Treasurer for the remainder of 2021, and that all other offices and committee assignments remain unchanged. Boyd so moved. Bunyaner seconded the motion and all agreed. Buthe conducted the meeting from this point.

PUBLIC COMMENT – Mary Jean Barnes commented that it's great to see the progress being made on the library.

DIRECTOR'S REPORT

Circulation –Downloadables continue a healthy circulation. Bakos reported that Holds have been reinstated and ILL went back into effect today. Discussion of marketing library services to the public through Tapinto, and short video tours of the new spaces, was briefly discussed.

The first shipment of previously frozen deliveries came today.

LIAISON'S REPORT: Hall said he would check with Robin Greenwald about the latest estimates for the issuing of the CO. Bakos noted that staff access to the building on weekends is difficult, as the library has no key at this point.

Azalone said that a group of volunteers have made over 100 vaccine appointments for teachers. GL seniors will be returning for half day classes on March 15th. The administration hopes to have all students back for half day sessions by mid-April.

BOARD REPORTS:

Facilities Report- furniture addition (\$1,805.09 Library Interiors) Bunyaner reported that she and Boyd did a walk-through inspection of all the furniture. Library Interiors has already made most of the corrections, and is working to replace a few damaged or defective pieces.

Nessenson reported that some shelving originally planned for the teen space has been installed in the Children's Room as display shelving for new books, magazines, and A-V collections. To finish this shelving, end panels and shelf tops needs to be ordered. Nessenson asked for a motion to vote on the addition of \$1,805.09. Boyd so moved, Bunyaner seconded the motion and all agreed. Bunyaner is preparing a document with furniture cleaning and minor repair instructions from Library Interiors.

Marketing- Bakos said that new additions to the website, such as a slider, are being planned.

NEW BUSINESS

Municibid- Bakos provided a list of surplus library furniture and a resolution to utilize the online auction services of Municibid for the sale of the listed items. The DPW will help with the process and the Municipal Clerk will supply the body of the ad. After discussion, Buthe read the resolution (Attached). Nessenson moved the resolution, Bunyaner seconded, and the motion passed unanimously.

Disposal of Records- Bakos presented a Resolution to approve the Disposition of Records list to be sent to the auditor for approval. Buthe called for a motion to approve the Disposition of Records list. Boyd so moved, Bunyaner seconded the motion and it passed unanimously. The document will be sent to the Clerk's Office.

OLD BUSINESS

2021 Budget- Bakos presented the preliminary Operating Budget for 2021. After review of the document. Bunyaner moved to approve the proposed operating budget for 2021; Hall seconded the motion and it passed unanimously.(Attached)

The 2021 proposed salaries budget was examined. The proposed budget includes 2% raises, in line with the Township. Bakos noted the addition of a 10 hour per week Marketing position to be filled later in the year future. Two part time non-professional positions, vacated last year, will be filled when the library is ready to reopen. Buthe called for a motion to approve the 20212 Operating Budget. Bunyaner so moved. Hall seconded the motion and it passed unanimously. Buthe called for a motion to approve the 2021Salary Budget depending on approval of the Township's Salary Budget. Bunyaner so moved, Nessenson seconded the motion and all approved.

Pay-to-Play 2021 –

Bakos reviewed the Pay-to-Play Determination of Value 2021 to be sent to The Library Corporation, Overdrive/Libby, Ingram Library Services, HBK IT, and Midwest Tape (Attached) Buthe called for a motion to approve the Pay-to-Play Determination of Value 2021dated March 1, 2021. Boyd so moved, Azalone seconded the motion and it passed unanimously.

EXECUTIVE SESSION – No session needed

ADJOURNMENT- Hall made a motion to adjourn the meeting; Nessenson seconded the motion and it passed unanimously at 8:30 PM.

