

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

May 10, 2021

Prepared: May 13, 2021

Approved: June 14, 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 Sheila Buthe at 7:04 PM.

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

ABSENT:

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

SECRETARY'S REPORT – Azalone asked that the misspelling of her name be corrected under LIAISON'S REPORT. Buthe called for a motion to accept the Minutes of April 12, 2021 as corrected. Nessenson so moved. Boyd seconded the motion and it passed with Hall abstaining. Buthe asked for a motion to accept the minutes for the Special Meeting of February 22, 2021. Nessenson so moved, Bunyaner seconded the motion and it passed with Hall abstaining.

TREASURER'S REPORT – Bakos said that, at some point in the future, a decision must be made whether or not to charge fines again. Nessenson moved to accept the Financial Worksheet, Buthe seconded the motion and it passed unanimously. Hall asked about the accounting methodology. Bakos replied that the methodology can be discussed with Suplee Clooney auditors when they visit this summer.

Buthe called for a motion to approve the Treasurer's Report. Nessenson so moved; the motion passed unanimously.

Asked to describe items on the bills list, Bakos said two new AWE reading readiness computers were purchased to replace older models which are no longer supported; HBK has continued to install and maintain our equipment and network; five new book carts were purchased; ProQuest is an annual data base subscription; and, Hoopla is a source for eBooks and audio books that is paid in advance. Buthe called for a motion to approve the bills list from the Operating and Capital accounts. Hall so moved and the motion passed unanimously.

CORRESPONDENCE AND GIFTS - None

BOARD REPORTS- None

PUBLIC COMMENT – None

DIRECTOR'S REPORT

Circulation – Downloadables accounted for more than 3,000 circulations.

29 Park Ave:

Library Interiors is almost finished with installation, repair and replacement. The Teen Space fascia and three accent walls in the quiet spaces and Conference Room were repainted. Large colored signs have been placed on shelves to identify collection locations. A large bulletin board has been installed in the Children's Department. The Library and the Town will have the same cleaning service. The Library will start with 3 days of cleaning per week and will increase to 4 days of cleaning when the Library returns to a 7 day per week schedule.

The actual amount of the 22% cost for cleaning of shared common spaces is not yet known.

Bunyaner made a motion to accept the proposal from Eastern Services for cleaning 3 days a week in the Library. Nessenson seconded the motion and it passed unanimously. Bunyaner made a motion to amend the language of

the just passed motion to include “This will be reevaluated in the fall when the building is fully open and cleaning is needed 4 days per week”. Nesson seconded the motion and all agreed.

LIAISON’S REPORT – Azalone reported on the school redistricting plan will go into effect in September. The plan calls for two K-2 early childhood schools and two elementary schools for grades 3-5.

Hall gave an update of progress at the new Municipal building. Hall said that some departments will meet with members of the public, by appointment only, in the entry hall. He clarified that the building is not closed because of Covid at this time, but because of elevator and automatic door issues. Bakos said that questions about the elevator should be addressed to Robin Greenwald and added that the lack of a certificate of occupancy prohibits, by law, allowing access to the public at this time.

Boyd brought to Hall’s attention furniture damaged on site by undiscovered means. Hall asked that the particulars be emailed to him.

BOARD REPORTS

Facilities Report- Boyd said that updated lists for insurance coverage are needed.

Marketing- to be discussed at the June meeting

NEW BUSINESS

Re-opening- Bakos presented a general scheme for a gradual re-opening to be implemented after receiving a certificate of occupancy.

Staffing- Bakos reported that the pool of part time staff members is down by 2 since last year and will not be sufficient for staffing when library hours are extended. Bakos asked that two part time positions, a maximum of 18 hours per staff member per week be advertised, starting with 10 hours per week for training. Nesson so moved, seconded by Bunyaner and approved unanimously.

Bakos reported that there is need to remove the old library furniture currently stored in the Rec Department, and presented a resolution for donating the furniture to the Board of Education. Buthe called for a resolution to donate the furniture to the Board of Education. Nesson so moved, Bunyaner seconded the motion and it passed unanimously. (Attached)

OLD BUSINESS

Bakos will write a letter on behalf of the Board and Library to thank our neighbor Paul (Paul’s Home Improvement) the painter, for his generosity in donating the labor for painting several walls and the Teen Space fascia, as reported under Director’s Report.

EXECUTIVE SESSION – No session needed

ADJOURNMENT-O’Halloran moved to adjourn the meeting; Nesson seconded the motion and it passed unanimously at 8:15 PM.