

BOARD OF TRUSTEES Free Public Library of Berkeley Heights  
April 12, 2021  
Prepared: April 13, 2021  
Approved: Approved as amended May 10, 2021

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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 7:05 PM.

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

ABSENT: Mayor's Alternative Kevin Hall

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

SECRETARY'S REPORT – Buthe called for a motion to accept the Minutes of March, 2021. Nessenson so motioned. Bunyaner seconded the motion and it passed unanimously.

TREASURER'S REPORT – Bunyaner motioned to accept the Financial Worksheet, Boyd seconded the motion and it passed unanimously. Bakos reported that a one penny mistake in the March bill list was corrected. Nessenson made a motion to accept the revised March bill list. Boyd seconded the motion and it passed unanimously. Bills for repairs and replacement of furniture damaged after delivery were discussed. After discussion, Nessenson made a motion to approve payment of \$1,727.88 for furniture repairs. O'Halloran seconded the motion and it passed unanimously. Nessenson made a motion to approve the ordering of replacement tabletops from Library Interiors for \$2,632.00. Bunyaner seconded the motion and it passed unanimously. Possible sources of reimbursement for these costs was discussed. Bunyaner motioned that the April Bills List be accepted with the change of \$1,727.88 to Library Interiors. O'Halloran seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS - None

BOARD REPORTS- None

PUBLIC COMMENT – No public present

#### DIRECTOR'S REPORT

Circulation – Downloadable circulation is rising again.

29 Park Ave.- Book carts, shelf end labels, and bulletin boards for the Children's Room and back space have been ordered. The DVD top strip and the shelf ends for the display shelves in the Children's Room have been installed. The underside of the beams that indicate the change of ceiling height in the YA/Teen space will be painted blue. Boyd suggested that the back wall of the adjacent Quiet Study Room also be painted blue. Furniture in the YA/Teen space has been rearranged for better flow.

LIAISON'S REPORT – Azalone reported that the District is moving forward with universal Kindergarten in September. Town hall meetings will be held in April.

## BOARD REPORTS

Facilities Report- Bunyaner reported that the committee is currently working on the Library's shared insurance costs and checking that the proper coverage has been provided.

Boyd said that she and Bunyaner have filmed a video tour of the Children's Department with Laura Fuhro to be used at a later date.

## NEW BUSINESS

Auditor- Bunyaner reported that proposals were submitted by Suplee Clooney, with the lower estimate, and by Nisivoccia LLP. After discussion, Bunyaner made a motion to hire Suplee Clooney as auditor. Boyd seconded the motion and it passed unanimously.

## CARES Act Mini Grant – New Jersey State Library

Bakos is preparing the grant request for two lap tops that can be connected to big screens, and taken out of the library space for programs. Also requested is boosted Wi-fi in the 1<sup>st</sup> floor Meeting Room and an outside WiFi antenna for access from the parking lot. The Resolution was read aloud by Bakos. (Attached)

Bunyaner moved to approve the grant request, seconded by Nessenson, passed unanimously. The total amount (not more than \$ 5,000) will be added after a cabling expense is provided by HBK IT.

Possible steps for reopening with limited services were discussed.

## OLD BUSINESS

Pay-to-Play 2021 Resolutions:

Pay-to-Play- Resolution for HBK (Unicom) were read by read by Buthe. Nessenson moved to approve; Bunyaner seconded the resolution and it passed unanimously. (Attached)

Pay-to-Play Resolution for Ingram Library Services was read by Buthe. Nessenson moved to approve; Bunyaner seconded the resolution and it passed unanimously. (Attached)

Pay-to-Play Resolution for Midwest Tape was read by Buthe. Nessenson moved to approve; Boyd seconded the resolution and it passed unanimously. (Attached)

Pay-to-Play Resolution for Overdrive was read by Buthe. Boyd moved to approve; Bunyaner seconded the resolution and it passed unanimously. (Attached)

Pay-to-Play Resolution for The Library Corporation was read by Buthe. Bunyaner moved to approve; Boyd seconded the resolution and it passed unanimously. (Attached)

EXECUTIVE SESSION – No session needed

ADJOURNMENT- Bunyaner moved to adjourn the meeting; Nessenson seconded the motion and it passed unanimously at 8:34 PM.