

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

June 14, 2021

Prepared: June 15, 2021

Approved: July 15, 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 7:16 PM.

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

ABSENT: Ann Bunyaner, Donna Boyd

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

SECRETARY'S REPORT - Buthe called for a motion to accept the Minutes of May 10, 2021. Nessenson so moved. O'Halloran seconded the motion and it passed unanimously.

TREASURER'S REPORT- Buthe called for a motion to accept the Financial Worksheet dated May 2021. Nessenson so moved. Hall seconded the motion and it passed unanimously.

Bakos presented two bills lists: the May 10, 2021 Bills List with a one cent error correction, and the June 14, 2021 Bills List. After discussion Buthe called for a motion to approve the May 10, 2021 Bills list. Nessenson so moved. O'Halloran seconded the motion and it passed unanimously.

Buthe called for a motion to approve the June Bills Lists. Nessenson made a motion to approve the June 14, 2020 bills list for operating expenses. Azalone seconded the motion and it passed unanimously. Nessenson made a motion to approve the June 14, 2021 Bills List for capital expenses. Azalone seconded the motion and it passed unanimously.

Nessenson received the Transaction Audit Trail from the CFO, now reflecting the Township's approved 2021 Budget. Bakos reported that 2 quarterly payments have been received and will appear in the June statement from the bank.

CORRESPONDENCE AND GIFTS – Bakos reported that A Memorial donation from Woman's Club of Berkeley Heights was made to honor Adele Rielly.

BOARD REPORTS- Nessenson reported on recent changes in the library including the accent walls and the regrouping of furniture in the teen space and comfortable seating areas. O'Halloran suggested that updated photos be shared with the public. Hall suggested that Bobby Peer be contacted. Azalone suggested that a student reporter be included, and Buthe said that she would share all suggestions with Boyd, who serves with her on the Marketing Committee.

PUBLIC COMMENT – No member of the public present.

DIRECTOR'S REPORT

Circulation – Bakos reported that Kanopy will be taken over by Overdrive; when and how is not yet known. In addition, the Consortium will decide, in the next few months, if they will stay with Overdrive or choose another company to provide e-books and e-audio.

Bakos commented that the dip of circulation in all categories could be related to the lifting of Covid related restrictions.

9 Park Ave. - Staffing update

Bakos reported that several promising interviews have been held for the part time circulation positions. The deadline for applications is tomorrow.

LIAISON'S REPORT – Azalone contrasted the covid-related restrictions of the past school year and looked forward to the fully opened newly redistricted schools in the coming school year.

Hall reported that progress has been made on the Municipal Building elevator and the ADA access door, but is not at a point where the construction department is ready to issue a certificate of occupancy. Hall said that he continues working with the Police Department and Mayor concerning security when BHPL is open and the other Municipal Departments are closed.

BOARD REPORTS

Facilities Report- Nessenson referred to the certificate of liability insurance, confirming that the Library is covered under the Township policy. Bakos added that Board members are included in the coverage. Bakos said Barbara Russo will let the Library know when she is ready to move on the re-evaluation of everything that's in the building.

Marketing- Buthe said she would reach out to Bobby Peer to ask if a student editor might cover the Library for TAPinto.

NEW BUSINESS

Re-opening – Nessenson stressed that covid is not an issue for reopening; only building related issues are involved.

2021 Salary increases-

Bakos submitted the BHPL Proposed 2021 Salary list reflecting 2% raises retroactive to Jan. 1 for all full-time and part-time employees, previously approved by the Township for non-union municipal employees. Bakos noted that the Township has also granted an additional \$1,000 to non-union full-time employees. After discussion, Buthe called for a motion to increase current salaries by 2% retroactive to January 1, 2021, without the additional \$1,000. Nessenson so moved, O'Halloran seconded the motion and it passed unanimously. Pages remain at New Jersey's minimum wage. (Attached)

OLD BUSINESS

No old business

EXECUTIVE SESSION – No session needed

ADJOURNMENT-Hall moved to adjourn the meeting; Azalone seconded the motion and it passed unanimously at 8:02 PM.