

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

July 12, 2021

Prepared: July 15, 2021

Approved: as corrected 9/13/2021

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 7:03 PM.

PRESENT: Sheila Buthe, Ann Bunyaner, Linda Nessenson, Diane O'Halloran

ABSENT: Donna Boyd, Superintendent's Alternate Diane Azalone, Mayor's Alternative Kevin Hall.

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

SECRETARY'S REPORT – O'Halloran asked for spelling corrections of "Bobbie" under both Board Reports headings; and a correction of June 14, 2021 under Treasurer's report.

Buthe called for a motion to accept the Minutes of June 14, 2021. Nessenson so moved. O'Halloran seconded the motion and it passed with Bunyaner abstaining.

TREASURER'S REPORT- Bakos presented the monthly report. Buthe called for a motion to approve the June 21, 2021 Financial Worksheet. O'Halloran so motioned, Nessenson seconded the motion and it passed unanimously.

Bakos presented the revised May 2021 Bills List with a correction to a one cent error. Buthe called for a motion to accept the May 2021 Bills List as corrected. O'Halloran so moved; Nessenson seconded the motion and the motion passed unanimously. Bakos said that an unusual number of checks did not clear since the last Board meeting due to a delay in updating the signature cards at Investor's Bank. Nessenson suggested that the new auditor be consulted about including this information in the monthly worksheet. Bakos reported that the Woman's Club of Berkeley Heights made a donation of \$375 to the Library.

After the report on shared costs from the Township Treasurer was discussed, Buthe called for a motion to approve the July Bills List. Nessenson so moved. Bunyaner seconded the motion and it passed unanimously.

Buthe called for a motion to approve the revised Bills List from May 2021. O'Halloran so moved. Nessenson seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – See Treasurer's Report.

BOARD REPORTS – Bunyaner reported that she signed up for an online Trustees program and earned a one hour credit to satisfy State Library requirements for continuing education.

PUBLIC COMMENT – woman commented that the new library looks "great".

DIRECTOR'S REPORT

Circulation- Bakos reported that Circulation has gone up with public access to the building. The Library has been pleasantly busy with many parents and children among the returning patrons. Sixty three new borrowers have signed up and curbside pickup is being phased out. Downloadables remain popular. Story times will resume tomorrow. The weapons clerk for the Police Department has been stationed in the lobby from 4 to 8pm on Tuesdays and Thursdays. Nessenson noted that the Board did not approve hiring or remuneration for this service. Bakos said that he has not been hired, but has been reassigned to this space while continuing in his responsibilities to the Police Department. Bakos noted that this may change in the future when evening meetings resume, and would probably require a split fee to be paid. Nessenson further noted that the shared costs agreement calls for the Township to cover security costs for the building. Buthe thanked Township Liaison Kevin Hall for his efforts

in this arrangement.

Bakos said that Library film programs will begin this summer after A-V screen training takes place. The Seniors are currently in the Meeting Room for programs on Mondays, Wednesdays and Fridays. Recreation has just begun indoor programming. Bakos said the Town has been planning an opening celebration for after Labor Day. Plans have not yet been announced.

29 Park Ave- staffing update- Bakos reported that new hires Karen Polizzi and Claudette Stecher Lopez have begun training in Circulation this week. Dori Dowling will start in Marketing tomorrow.
Security Cameras – Bakos has contacted Library Attorney Eugene Huang, who will research if there is a need to post notice of surveillance cameras in public buildings.

Bakos said that she doubts that the BHPL has any chance to receive the Union County Cares Grant, since the acceptances were scheduled to go out the first week in May. The \$3,700 request included funds for Chrome Books, wiring for Wi-Fi in the parking lot, and a Wi-Fi hotspot in the Meeting Room. Bakos recommended that these items be purchased. Nessenson made a motion to purchase the items that were listed for the Cares Act Mini Grant. Bunyaner seconded the motion and it passed unanimously.

LIAISON'S REPORT –Liaison not present

BOARD REPORTS

Facilities Report- Bakos reported that the framed renderings of the old library and the old Book Deposit sign are now on display in the lounge seating area.

Bakos and Bobbie Peer are in contact with a Silver Girl Scout candidate about starting an online book group for teens, and restarting the technology help sessions for senior citizens. They have also found a student to write an article on the Columbia student's view of the new Library.

Bakos said that she will ask about use of the screen outside the Library entrance at the screen training this week. The new self- checkout system has been popular with borrowers. The current schedule of hours will remain until after Labor Day.

Marketing- Bakos said that our website has been tweaked a little to keep it current.

Re-Opening- Nothing to report

NEW BUSINESS

Review of Internet related policies, Rules of Conduct, Unattended Children

Bakos asked that the Board read the policies and check for any further needs for updates.

A notice will be posted to inform that the only liquid allowed in the library is water in a bottle with a lid.

Resolution for salary 2% - Bakos said that the Township Treasurer requested the approved (6/14/2021) salary increases in Resolution form to send to the Division of Pensions. Bakos read the Resolution. Nessenson made a motion to approve the Resolution. Bunyaner seconded the motion and it passed unanimously. (Attached)

OLD BUSINESS – None

EXECUTIVE SESSION – No session needed

An August meeting will be scheduled if needed.

ADJOURNMENT- Nessenson motioned to adjourn the meeting, Bunyaner seconded, and the motion passed unanimously at 8:05 PM.