

September 13, 2021  
Prepared: September 15, 2021  
Approved: October 11, 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 7:02 PM.

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

ABSENT: Mayor's Alternative Kevin Hall.

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

SECRETARY'S REPORT (July 2021) – Buthe asked for a correction to the spelling of the name “Huang” under Director's Report, 29 Park Ave. Azalone noted that she was not at the July meeting and her name should be replaced with “O'Halloran” under Secretary's Report and in the third line of Treasurer's Report. Buthe called for a motion to accept the Minutes of July 12, 2021 as amended. Bunyaner so moved. O'Halloran seconded the motion and it passed with Boyd and Azalone abstaining.

TREASURER'S REPORT- (July and August 2021) Bakos presented the Financial Worksheets for July and August. Buthe called for a motion to approve the July and August 2021 Worksheets. Boyd so moved, Azalone seconded the motion and it passed unanimously. After examination, Buthe called for a motion to accept the August and September 2021 Bill Lists. Nessenson so moved; Bunyaner seconded the motion and it passed unanimously.

Nessenson said she received the transaction audit trails from the Township which included salaries and quarterly payment.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS – None

PUBLIC COMMENT – Tom Foregger asked if the audit report for 2021 had been received yet, and for the name of the new auditor. Bakos replied no and Suplee Clooney.

#### DIRECTOR'S REPORT

Circulation- Buthe suggested that the monthly totals be compared to those of 2019 as well as 2020, starting with next month's report. Bakos reported that just under 300 new borrowers were added in July and August. A report of this year's monthly hoopla circulations and costs by format was examined.

Hurricane Ida- Bakos reported that part of the ceiling and part of a wall in the Creative Space were damaged and removed. A Remediation crew, the president of the roofing company, DPW, and an insurance representative all responded to the situation.

A Silver Girl Scout candidate organized a teen book club and the first meeting has been held;

Guest Wi-Fi has been installed for the parking lot, 1<sup>st</sup> floor large Meeting Room, and Upper Level Lobby.

Bakos has located an adhesive bulletin board that can be attached to the fire wall inside the entry door.

LIAISON'S REPORT – Azalone reported that the schools are open full time, with masks required and state mandates observed. The schools are working to set up outdoor spaces for lunch, classrooms, recess and other activities.

## BOARD REPORTS

Facilities Update – Bakos reported that a representative from Acclaim Valuations finished the valuations of contents of the library.

Marketing- Bakos confirmed that the BHPL logo masks are being worn by the staff. Buthe commented favorably on the quality and content of the latest marketing information produced by Dori Dowling and Bakos.

Bakos has been looking for affordable tote bags to handout at the future Grand Opening. A date will be set after parking lot is finished.

Bakos said that new policies for use of the Library's conference rooms will have to be finished by the Board in anticipation of the future use of those spaces. Bakos anticipates working with Barbara Russo to cooperate on booking spaces in the building.

## NEW BUSINESS

Review of Policies - Conduct, Internet, Wireless, Unattended Children

Board comments and suggestions will be discussed at the October meeting.

## OLD BUSINESS

Reopening of Library/Municipal Complex – not yet scheduled

EXECUTIVE SESSION – Bakos read A Resolution Pursuant to N.J.S.A.10:4-12 (attached).

Buthe called for a motion to enter Executive Session to discuss Shared Space Agreement – Security and Safety (Exception: Tactics and techniques utilized in protecting the safety and property of the public ...) Nessenson so moved, O'Halloran seconded and all agreed. The meeting moved to a Zoom site dedicated to the Executive Session and it began at 8:05 PM.

Bunyaner made a motion to leave Executive Session at 9:55 PM., Boyd seconded and all agreed.

No action was taken.

The meeting returned to the original Zoom meeting site.

ADJOURNMENT- Bunyaner moved to adjourn the meeting, Buthe seconded the motion and it passed unanimously and the meeting ended at 9:56 PM.