

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

October 11, 2021

Prepared: October 15, 2021

Approved: November 8, 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 7:04 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 – Buthe called for a motion to approve the Secretary's Report of September 13, 2021 Bunyaner so moved. O'Halloran seconded the motion and it passed unanimously.

TREASURER'S REPORT-

Bakos reported that the third quarter payment was received from the Town. Bakos noted that the 1/3 mill per capita State funding for 2022 will go up by \$64,071 to total \$1,181,278. Nessenson made a motion to approve the Treasurer's Report for September 2021. Boyd so moved and it passed unanimously.

After examination of the Bills List for September 2021, Nessenson made a motion to accept the Bills List.

O'Halloran so moved and it passed unanimously.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS - Nessenson reported that she attended a State Library Workshop on Return of Excess Funds. She reported that the State is not making special provisions for libraries being closed for Covid. Nessenson reviewed the special situation of the Berkeley Heights Library being in a temporary and limited space with a reduced staff for three years. The Library is working with the Auditor to understand the numbers and prepare a list of questions for the State Librarian. Since it would be necessary to pass a Resolution for return of funds, Nessenson suggested that a Special Meeting be scheduled for October 28, 2021 at 7:15pm. All agreed.

PUBLIC COMMENT – No public present.

DIRECTOR'S REPORT

Circulation- Bakos commented that the circulation of children's materials has been remarkable, downloadables remain strong, and the total patron number has risen by 31. The Teen Book Group has been meeting monthly. A to Z Maps and Global Road Warrior, are new additions to the library's research databases. The staff will be attending mandatory diversity training later this week. The Town has not yet announced a date for in house meetings to resume. Suggestions for highlighting services were discussed.

LIAISON'S REPORT – Azalone said that a State mandate requires all school staff to be fully vaccinated by October 18<sup>th</sup> or submit to weekly testing. Testing is also offered to students and subs.

BOARD REPORTS

Facilities Report – Nessenson said the committee would like to meet with Bakos and look at the areas that need attention, including the empty wall space above the self- checkout station, units for display outside the Children’s Room, and furnishing the Creative Space.

Marketing- Buthe asked that a short report or overview be prepared by Dori Dowling to keep the Board informed of marketing at the library.

#### NEW BUSINESS

Return of Funds discussion and Resolution- see Board Reports

#### OLD BUSINESS

Meeting Room Rules and Regulations – Drafts of the updated Rules of Conduct and Policies on Library Use, and Policies, Rules and Procedures for Meeting Spaces were reviewed.

Job Descriptions – distribute for November review

EXECUTIVE SESSION – Shared Space Agreement- No Executive Session needed.

ADJOURNMENT- Boyd moved to adjourn the meeting, Bunyaner seconded the motion and it passed unanimously and the meeting ended at 8:10 PM.