

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

November 8, 2021

Prepared: November 9, 2021

Approved: December 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 7:04 PM.

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

ABSENT: None

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

SECRETARY'S REPORT – Buthe called for a motion to approve the Secretary's Report of October 11, 2021 Nessenson so moved. O'Halloran seconded the motion and it passed unanimously.

Hall Reported that he met with the Township Administrator to discuss the state of the building and requested a reliable action plan to address structural issues, especially roof leaks. The plan should be ready by the December Board meeting. Hall will also discuss the building security plan with the Administrator. Hall also congratulated Tom Foregger on his election to the Board of Education. [Hall left the meeting at 7:15 pm]

TREASURER'S REPORT-

Buthe called for a motion to approve the Financial Worksheet for October 2021. Nessenson so moved; Bunyaner seconded the motion and all approved.

Bakos pointed out that the HBKit, the IT provider, has changed name to Vertilocity.

Nessenson made a motion to approve the November 2021 Bills List, Bunyaner seconded the motion and it passed unanimously.

Bakos asked for checks # 8964, 8965, 8966, and 8967 be cancelled due to printer error. Nessenson so moved, Bunyaner seconded the motion and all approved.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS – O'Halloran reported that she attended a New Jersey State Library for Trustees.

PUBLIC COMMENT – No comments

DIRECTOR'S REPORT

Circulation – Techtober meetings between National Honor Society members and Seniors requesting tech assistance, are now counted in the monthly report. Several new cards were issued on Election Day. Health bags that hold information on a variety of health issues were received from Overlook and are ready to borrow. The Library's first Sing & Sign story time will be offered this month with Danielle Neri signing and Fuhro reading.

LIAISON'S REPORT – Azalone congratulated Foregger on his election to the Board of Education.

BOARD REPORTS

Facilities Report – Nessenson said that the Facilities did a walkthrough and will have the report ready for the December meeting.

Marketing- Buthe expressed her thanks to Dori Dowling for her report on marketing for the library.

NEW BUSINESS

Capital Budget purchases – Bakos reported that six laptops have been received from MRA international.

A new wireless printer has been received and will be installed by HBKIT.

Audit 2020 – Sheila asked for a show of hands to accept the 2020 audit report prepared by Bill Swisher with corrections and additions. Acceptance was unanimous.

Return of Funds discussion and Resolution – Nessenson read and reviewed the requirement which provides for the Library to return \$131,888 in excess funds to the Township to be used for tax abatement, as required by state law. (Attached)

Buthe called for a motion to approve the Return of Funds Resolution. Bunyaner so moved. The vote was recorded by a show of hands with Bunyaner, Nessenson, Buthe, O'Halloran, Boyd, and Azalone voting to approve. Hall was absent.

OLD BUSINESS

Extend Strategic Plan – Nessenson asked that the date for completion of Strategic Plan goals, set in 2019, be extended to 2023 and that the status be changed due to non-substantive corrections. Buthe called for a motion to approve the 2019 – 2023 Strategic Plan as amended. Bunyaner so moved. Boyd seconded the motion and it passed unanimously.

As necessary- After discussion, Nessenson asked for approval of the Capital Purchase Schedule for 2021- 2023. Buthe so moved, Bunyaner seconded the motion and all approved.

Resolution to amend Technology plan - Nessenson said the Technology Plan, required by the State Library, needs to be updated. Buthe asked for a motion to approve the Technology Purchase Plan for 2023. O'Halloran so moved. Bunyaner seconded the motion and all approved.

Income and Expenditures Analysis – Buthe made a motion for approval of the Income and Expenditures plan. Bunyaner seconded the motion and all approved.

Extended Capital Plan amendment – Nessenson asked to add the phrase “with virtual and in person limited meetings” to the Extended Capital Plan. Buthe made the motion to accept the Extended Capital Plan. Bunyaner seconded the motion and all approved.

A Resolution to adopt the Extended Capital Plan was read by Bunyaner. Boyd made a motion to approve the resolution. Azalone seconded the motion and it passed with
Azalone, Bunyaner, Buthe, Boyd, Nessenson, and O'Halloran voted to approve. Hall was absent.

Boyd presented the revised policies for Meeting Spaces and for Rules of Conduct. Buthe called for a motion to approve the revised rules. Nessenson so moved. O'Halloran seconded the motion and all approved.

ADJOURNMENT- Bunyaner moved to adjourn the meeting, Boyd seconded the motion and it passed unanimously. The meeting ended at 8:30 PM.