

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

December 13, 2021

Prepared: December 27, 2021

Approved: as amended January 10, 2022

---

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, Diane O'Halloran, Donna Boyd, Superintendent's Alternate Diane Azalone, Mayor's Alternative Kevin Hall

ABSENT: Linda Nessenson, Diane O'Halloran

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

SECRETARY'S REPORT –Buthe called for a motion to approve the Secretary's Report of December 13, 2021. Bunyaner so moved. Boyd seconded the motion and it passed unanimously.

TREASURER'S REPORT-

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

The transaction audit trail received from the CFP contained only November transactions.

Utility bills were reviewed.

Bakos noted that the possible return of funds check must go out to the State this month.

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

CORRESPONDENCE AND GIFTS – Ned and Frances Voss gifted the Library with \$1,000 which will be used for the purchase of audio-books. A letter from library patron Judy Henehan thanking the library staff for their service over the years was read aloud by Buthe (attached)

PUBLIC COMMENT – see below

DIRECTOR'S REPORT

Circulation – Bakos noted that the circulation numbers continue to rise above 2019 numbers with the exception of a decrease in Audio Visual. One hundred and twelve new borrowers. Bakos noted that 26 people received technology assistance from National Honor Society students at four TechTober sessions in November.

Member of the public, Tom Foregger asked where the 2020 audit report can be found. Bakos replied that it is posted on the website under About Us, Board of Trustees with the 2020 agenda, minutes and audit report.

Bakos said that the State Library has not yet responded with an official answer about return of funds

LIAISON'S REPORT – Azalone reported that Columbia School Principal Frank Geiger will be retiring at the end of the month, with an interim principal for the balance of the school year.

Hall reported that the Town is talking about going outside EPIC for building maintenance and repair issues.

The Town is also a change in plan for building security by mid-January.

BOARD REPORTS

Facilities Report – Bunyaner reported that prices quotes have been received for a storage cabinet for the J Activity room, for hallway display units, a wireless printer table and stools for the Creative Space. Bunyaner suggested that the order be placed with Library Interiors before the prices go up on January 1st. Buthe called for a motion to approve the purchase of furnishings for a total not to exceed \$25,325.27. Bunyaner so moved. Hall seconded the motion and it passed unanimously. Stools for the Creative Space will be purchased from Home Depot. Boyd said that there is a plan to hang a possibly refurbished Library sign or other alternative in the self-checkout area. Buthe asked about public access to the small meeting rooms. Bakos replied that the rules are in place, but Covid rules remain a challenge.

Marketing- Buthe complimented the updates to the website. Bakos noted that Dori Dowling has been adding links and marketing the popular new collection of Health Totes.

#### NEW BUSINESS

Meeting dates 2022 - Buthe called for a motion to approve the 2022 Board Meetings dates. Boyd so moved, Hall seconded the motion and it passed unanimously.

Holidays 2022 – Bakos noted that the State and federal governments have added Juneteenth to their schedules. The Municipality has not. After discussion, Buthe asked for a motion to approve the Holiday Schedule for 2022 with the addition of Juneteenth as an open holiday recognizing the New Jersey State holiday on Friday June 17. Boyd so moved. Hall seconded the motion and it passed unanimously.

Pay-to-Play - January 2022 meeting

Job descriptions have been sent to be discussed in January.

#### OLD BUSINESS

Capital Purchases – furniture (see Board Reports-Facilities Report)

EXECUTIVE SESSION – not necessary

ADJOURNMENT- Bunyaner moved to adjourn the meeting, Hall seconded the motion and it passed unanimously. The meeting ended at 7:49 PM.