

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
2022 Reorganization Meeting – January 10, 2022

Prepared: January 17, 2022
Approved: February 14, 2022

This meeting was included on a list of meetings approved December 13, 2021. In accordance with the Open Public Meetings Act, this meeting was advertised by legal notices in the Courier News and Star Ledger. Notice was also posted at Town Hall, BHPL website, and sent to TAPinto BH at least 48 hours in advance. This meeting will be conducted by Zoom.

The meeting was called to order by Sheila Buthe at 7:01 PM.

Present: Sheila Buthe, Ann Bunyaner, Linda Nessenson, Diane O'Halloran, Donna Boyd, Superintendent's Alternate Diane Azalone
Absent: Mayor's Alternate Kevin Hall
Also Present: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

Introduction of Board Members: No new members

Election of Officers (Treasurer's start date determined by insurance company)
Buthe proposed a slate of officers determined by rotation through the offices, with Boyd as President, Buthe as Vice President, Bunyaner as Secretary, and O'Halloran as Treasurer. Boyd so moved, Nessenson seconded the motion and it passed unanimously. Boyd assumed the chair.

Selection of MUF Delegate: All agreed that Nessenson be selected as MUF Delegate.

Standing Committees: Bakos suggested the Building & Grounds Committee merge with Facilities, as grounds supervision is no longer a library responsibility. The following committees were voluntarily chosen:

Facilities – Nessenson, Boyd, Bunyaner
By-Laws - Bunyaner
Marketing – Boyd, Buthe
Technology- Nessenson
Finance – O'Halloran (as Treasurer)
Foundation – O'Halloran
Personnel - Buthe
MUF Representative – Nessenson

Selection of Official Newspapers: Courier News and Star Ledger –O'Halloran moved to approve the Courier News and Star Ledger as the official newspapers. Buthe seconded the motion and it was approved unanimously.

Designate Official Bank Accounts: (attached) – Boyd called for a motion to approve the official bank accounts. Nessenson moved to approve the designated bank accounts. Buthe seconded and the motion passed unanimously.

Appointment of Suplee Clooney (Auditor) and Eugene Huang of Wiley, Malehorn, Sirota & Raynes (Attorney)
The appointments of Suplee Clooney (Auditor) and Eugene Huang of Wiley, Malehorn, Sirota & Raynes (Attorney) were approved unanimously following a motion by Nessenson, seconded by Bunyaner.

Secretary's Report:

Corrections to December 2021 Draft Minutes: Bunyaner noted that the stools for the Creative Space, mentioned under Facilities Report, will be purchased from Home Depot. Boyd suggested that in the sixth line down, the phrase "refurbished Library sign" would be more accurate as "possibly refurbished Library sign or other alternative". O'Halloran noted that although she was listed as both present and absent. Boyd called for a motion to accept the December 2021 Minutes as corrected. Nessenson so moved, O'Halloran seconded the motion and it passed unanimously.

Treasurer's Report:

Boyd called for a Motion to accept the Financial Worksheet dated December 2021. Nessenson so moved. O'Halloran seconded the motion and it passed unanimously. The \$31,098.87 utility bill was due to a lag in meter reading.

Boyd called for a motion to accept the Treasurer's Report with the Financial Sheet and the Bill List. Nessenson so moved, Buthe seconded the motion, and it passed unanimously.

Correspondence and Gifts: A donation of \$250 was received from Frank and Sara Bolden.

Board Reports: Nessenson reported that the order that was approved last month for furniture has been placed and a March delivery is expected.

Bunyaner said that the Facilities Committee is getting the tax exempt status squared away with Costco so that chairs may be purchased. Boyd said that a proof of a new sign featuring the Library logo for the self-checkout area is in the works and would include painting the background wall white. Nessenson added that a wooden sign is also an option and that an acceptable solution for posting printed signs and notices on the firewall is being investigated.

Citizen Hearing (Name and address) Thomas Foregger asked if the Library Board and the Environmental Commission meetings could coordinate to avoid scheduling any meetings on the same nights. Boyd said that she will follow up on this suggestion. Foregger said that he would supply the board with a list of conflict dates for 2022. Bakos added that Barbara Russo is in charge of compiling a master schedule that will be implemented after the Township is fully open.

Director's Report: Circulation December 2021 and Annual – Bakos presented the Annual Circulation Statistics. There was general agreement that all things considered it was "a pretty good year". The Board also received the December report on marketing efforts and accomplishments from Dori Dowling.

The new Hoopla Binge Pass can be used to check out unlimited offerings from Great Courses during a 7 day loan period, counting as only one loan against the monthly allotment of 8 loans per patron. BingePass can also be used to borrow from Hoopla's new selection of magazines. A subscription to Book Browse, a source of information for readers and book groups will also be added. Part-time staff is in short supply when substitutes are needed.

Liaison Report (Alternate for Mayor and Superintendent) Azalone reported that the school Covid count, which had risen rapidly in December, spiked in January is on the way down. The K-8 schools have returned to full days with lunch, while the high school, with less room for social distancing, is still on remote.

Old Business:

Job Descriptions – Updated Job descriptions were reviewed. Nessenson asked that the Director's Job Description include "attends council meetings". Bakos added the phrase. Bunyaner made a motion to accept The Job Descriptions as corrected. Buthe seconded the motion and it passed unanimously.

Fine Free – Bakos presented information on the growing trend reducing or eliminating all or selected fines in public libraries. Updated policies from several New Jersey Libraries were distributed. After a brief discussion, Bakos said she would prepare a draft of a new policy to present to the Board.

New Business: Bakos said that there is interest in Union County libraries to join the existing LMxAC automation consortium. Information sessions are being planned.

Executive Session (as necessary): No session needed.

Adjournment: There being no further business the meeting adjourned at 8:14 pm.