

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

February 14, 2022

Prepared: February 17, 2022

Approved as amended: March 14, 2022

This meeting was contained on a list of meetings approved on December 13, 2021. Advanced notice has been advertised in the Courier News, Star Ledger, BHPL's website and forwarded to Tapinto Berkeley Heights, and the Clerk's Office. This meeting will be conducted via Zoom.

The meeting was called to order by Donna Boyd at 7:02 PM.

PRESENT, Ann Bunyaner, Donna Boyd, Linda Nessenson, Superintendent's Alternate Diane Azalone

ABSENT: Diane O'Halloran, Sheila Buthe, Mayor's Alternative Kevin Hall.

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

SECRETARY'S REPORT – Boyd called for a motion to accept the Board Minutes of January 10, 2022.

Bunyaner moved to approve the minutes. Azalone seconded the motion and it passed unanimously.

TREASURER'S REPORT BHPL's Return of Funds application has been forwarded to the State Librarian.

Bakos said that a four cent correction was made to the December 2021 Financial Worksheet. Boyd called for a motion to approve the correction, Nessenson so moved, Bunyaner seconded the motion, and it passed unanimously.

Boyd called for a motion to approve the January 2022 bills list. Bunyaner so moved, Nessenson seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS - None

BOARD REPORTS- In response to a query by Bunyaner, Bakos confirmed that listening to recordings of the online programs for Trustees, provided by the State Library, will count as required continuing education hours.

PUBLIC COMMENT – None

DIRECTOR'S REPORT

Circulation – The count shows an increase in January circulations with higher gains for Downloadables and Children's items. Hoopla has added Curiosity Stream, a new BingePass feature that offers expanded unlimited access to documentaries and nonfiction series for 7 days.

Three Girl Scout Troops have been scheduled to participate in tours and library scavenger hunts.

The Township has hired E Building Services as the new cleaning service. The new company will provide services three days per week at a cost to the Library of \$1,250.00 per month. Boyd called for a motion to approve the hiring of E Building Services. Azalone so moved. Bunyaner seconded the motion and all approved.

A second Sunday program has been added to the monthly schedule. Friends & Neighbors Story Time will be launched on February 27 by Erika Vaughn. The March 27 program will be presented by Teen Volunteer, Siyona Jayant. The Library will be working with a member of the Mayor's Youth Council to recruit readers for this program.

Bakos will be attending Senior Advisory Committee meetings starting next week. Book groups and film programs will be discussed.

Boyd called for a motion to approve the estimate of \$3,265.12 from The Sign Center Corp for manufacture and installation of the logo sign. Bunyaner so moved. Azalone seconded the motion and it passed unanimously. Nessenson said that several pieces of ordered furniture have been delivered to Library Interiors and delivery is being held for a month until all of the order is in. Concerns about the continuing roof leaks were expressed.

LIAISON'S REPORT: Azalone said that, following the lifting of the Governor's mask mandate, masks will be optional for all students and staff starting March 7. While the District is waiting for more guidance from the Department of Health, Covid numbers continue to drop in the schools.

BOARD REPORTS:

Facilities Report- Boyd reported that an estimate has been received from The Sign Center Corp for a dimensional acrylic sign of the library logo to be installed in the self-checkout area. The walls in this area will be painted to compliment the sign. Referring to the estimate, Bakos noted that the Library does not pay state tax or place deposits.

Marketing- Boyd outlined Dory Dowling's January 2022 Marketing report and expressed thanks to the author.

NEW BUSINESS

Staffing- Part-time- Bakos reported that part-timer Linda Ruediseuli, who works in the Tech Service area and at the main desk, will be retiring in two weeks. The hourly rate for this part-time position will be \$16.06 with a predicted 2% raise to \$16.38. Bakos will begin the replacement search with applications already submitted during the previous search.

Bunyaner suggested that the Board revise the Strategic Plan in 2022, and said that she is in favor in hiring a consultant for this purpose. Bakos said that she will bring current information about New Jersey library consultants to the next Board meeting.

Nessenson suggested that plans be made this year for avoiding Return of Funds in the future. Bakos said that she is working on those plans. Bunyaner said that last year's audit should not experience the delay caused by a change of auditors.

OLD BUSINESS

Fine Free Policy - Bakos proposed a new fee schedule for fines in which the majority of the collection will be fine-free. Fines will be charged for WiFi, Hotspots, New adult books, New DVDs, and ILL materials. Boyd called for a motion to accept the Fine Free policy to go into effect on March 1. Bunyaner so moved; Nessenson seconded the motion and it passed unanimously. (Attached)

Meeting Rooms – Bakos stated that opening of the library meeting spaces should be in accord with the Town's lifting of the mandatory mask policy for the building.

Bunyaner said that she looked at the meeting dates of the Environmental Commission and found only two conflict dates. Boyd noted that these are in July and August and may be revisited at a future meeting.

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business, Boyd asked for a motion to adjourn. Bunyaner so moved. Nessenson seconded the motion and all agreed. The meeting adjourned at 8:04 pm