

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

March 14, 2022

Prepared: March 16, 2022

Approved: April 11, 2022

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This was contained on a list of meetings approved on December 13, 2021. Advance notice has been advertised in the Courier News, Star Ledger, BHPL's Website and forwarded to TAPinto Berkeley Heights, and the Clerk's Office.

The meeting was called to order by Donna Boyd at 7:05 PM.

PRESENT, Ann Bunyaner, Donna Boyd, Linda Nessenson, Diane O'Halloran, Sheila Buthe, Superintendent's Alternate Diane Azalone

ABSENT: Mayor's Alternative Kevin Hall.

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

SECRETARY'S REPORT – Azalone asked for a correction to the Liaison's Report, replacing the phrase "the fully vaccinated" with the phrase "all students and staff". Boyd called for a motion to accept the Board Minutes of February 14, 2022. Nessenson so moved, Bunyaner seconded the motion, and it passed with O'Halloran abstaining.

TREASURER'S REPORT - Boyd called for a motion to approve the February Financial Worksheet. Bunyaner so moved, Nessenson seconded the motion, and it passed unanimously.

The preliminary Audit Trail was distributed. A report from Vertilocity listing replacements for water damaged equipment was distributed.

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

Bakos asked the Board to void checks #9162 (misprint) and #9128 (incorrect amount). Boyd made a motion to void those checks. Nessenson seconded the motion and all agreed.

Buthe arrived at this point.

CORRESPONDENCE AND GIFTS -

Donations were received from Valerie Neff-Rasmussen to honor Paul and Theresa Hansen and from patron Gabrielle Rasure.

BOARD REPORTS- No reports

PUBLIC COMMENT – None

DIRECTOR'S REPORT

Circulation – Monthly circulation counts continue to rise. Sixty two new borrowers. The new Friends & Neighbors Storytime and the Sing & Sign Storytime are doing very well. The Italian language group, the knitting group, the rug-hookers and the Scrabble group will all be returning to the Library.

The 2021 Per Capita State Aid Report is due tomorrow.

EPIC has up to 120 days to fix the roof leaks. Whether this time limit applies to repair of the damaged ceiling and wall in the Creative space is not certain.

Bakos has contacted two consultants about the new Strategic Plan, and had received one proposal so far. A third consultant is being sought. Buthe, O'Halloran and Bunyaner will serve on the Strategic Plan Committee. Members from the schools and from the Foundation will be sought.

LIAISON'S REPORT: Azalone reported that the children have been enjoying the lifting of the mask mandate.

#### BOARD REPORTS:

Facilities Report- Bunyaner reported that the ordered furniture, including storage units, book display units and a printer stand should be delivered from the warehouse in March. Boyd added that committee is reviewing paint samples for the self-checkout area and firewall. The Creative Space will be closed to the public until after repairs are made to the wall and ceiling.

Marketing- Buthe complimented Dori Dowling's Marketing Report.

#### NEW BUSINESS

Vertilocity contract- The new Vertilocity Contract which includes upgrades for Backup, Delivery and Recovery systems, was discussed. Boyd called for a motion to approve the Vertilocity contract. Nessenson so moved.

Bunyaner seconded the motion and it passed unanimously.

#### OLD BUSINESS

Review of Meeting Space Policy- Bakos reviewed new updates to the policy, including occupancy levels set by the Fire Chief, deadlines for space sign-ups and other non-substantive changes. Boyd called for approval of the Meeting Space Policy updates. Bunyaner so moved, Nessenson seconded and the motion passed unanimously.

2022 Budget- Bakos presented the tentative Operating Budget for 2022. After review of the document Boyd called for a motion to approve the tentative Operating Budget for 2022. Nessenson made a motion to approve the tentative 2022 Budget as amended. Bunyaner seconded the motion and it passed unanimously.

#### Pay-to-Play 2022

Pay-to-Play Determination of Value 2022 to be sent to The Library Corporation, Ingram, Vertilocity, Midwest and OverDrive. Boyd called for a motion to accept the Determination of Value. Bunyaner so moved. Nessenson seconded the motion and it passed unanimously.

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business, Boyd called for a motion to adjourn. Buthe so moved, Nessenson seconded the motion and all agreed. The meeting adjourned at 8:20pm