

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

MAY 9, 2022

Prepared: May 10, 2022

Approved: as amended June 13, 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: Donna Boyd, Ann Bunyaner, Diane O'Halloran, Superintendent's Alternate Diane Azalone

ABSENT: Sheila Buthe, Linda Nessenson, Mayor's Alternative Kevin Hall

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

SECRETARY'S REPORT – Bunyaner asked that "Buthe" be changed to "Boyd" in the Board Reports and New Business sections. Boyd noted that under TREASURER'S REPORT the motion to approve the Financial worksheet was repeated. Boyd also asked for mention of the newly painted entry-way in her thankyou to Paul Prashad's team. Boyd also asked that the personal names of those who read resolutions into the record, not be shared.

Boyd called for a motion to approve the Board Minutes of April 11, 2022 as amended. Bunyaner so moved, O'Halloran seconded the motion, and it passed with Azalone abstaining.

TREASURER'S REPORT - Boyd called for a motion to approve the April 2022 Financial Worksheet. Bunyaner so moved, Boyd seconded the motion, and it passed unanimously.

Boyd called for a motion to approve the April 2022 financial worksheet. Bunyaner so moved, Boyd, seconded the motion, and it passed unanimously.

Boyd called for a motion to approve the April 2022 bill list. Bunyaner so moved, O'Halloran seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS - None

PUBLIC COMMENT – No public present

DIRECTOR'S REPORT

Circulation- Circulation of downloads has fallen, compared to April 2021, as all other Categories have risen.

James Keebler of Library Crossroads Consulting has asked for a meeting with the Strategic Plan Committee in the next two weeks.

Bakos has looked into credit card use for payment to the Township, BH police, and other libraries, but the research has not led to a cashless solution for small amount copier fees.

Boyd volunteered as an alternate for the Strategic Plan, if needed.

Having found and corrected a \$6.00 error in the Bills List, Bunyaner called for a motion to approve the April 2022 bill list as amended. Boyd so moved. O'Halloran seconded the motion and all agreed.

LIAISON'S REPORT: Azalone reported that Assistant Superintendent Scott McKinney has accepted an appointment as Superintendent of Hunterdon County. Covid is up a little and the school budget was passed.

BOARD REPORTS:

Facilities Report- Bakos reported that a new consultant was hired at last week's Council Meeting to examine the envelope (outer walls and roof) of the building. Heavy rain, once again, leaked through the area above the children's room windows. The furniture shipment could be coming next week from Library Interiors.

Marketing- Boyd reported that the logo sign was delivered, but the blue letters were translated as purple, as had happened with other products. The Sign Center will replace the letters and offered a deep discount on a Library Banner. Boyd will contact the BHPL logo designer for the correct color code.

Bakos showed the give-aways that are marked with BHPL info and will be handed out at the Seniors Information Fair this week and at the Town block party in June.

Bakos said that Google Analytics is being installed on the website. Bunyaner reported that library checkout receipts in Falls Church, Virginia include the prices of the borrowed books to demonstrate ROI for materials borrowed.

#### NEW BUSINESS

Bunyaner said that it was not clear if a recent survey sent to members of all Town boards by the Mayor's office is voluntary or mandatory.

#### OLD BUSINESS

2022 Budget- Bunyaner made a motion to approve the overall budget for 2022, as tentatively approved on March 14, 2022, which also included a 2% salary increase across the board for all employees, except for pages (minimum wage increased 1/1/22). Azalone seconded the motion and it passed unanimously. Boyd tabled consideration of the \$1,250 additional payment which was approved for full-time municipal employees.

Document Solutions-color printer lease- Bakos reported that leasing a color copier from Document Solutions, will provide better service to the public and a savings on in-house color copying for a minimal increase in cost. Bakos said that the color copies should cost at least \$.25 and will survey copy charges in other libraries. Bunyaner made a motion to approve this color copier proposal. Azalone 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. Bunyaner so moved, O'Halloran seconded the motion and all agreed. The meeting adjourned at 8:07 pm.