

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

July 11, 2022

Prepared: July 20, 2022

Approved: September 13, 2022

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, Sheila Buthe, Diane O'Halloran

ABSENT: Linda Nessenson, Superintendent's Alternate Diane Azalone, Mayor's Alternative Kevin Hall

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

SECRETARY'S REPORT –

O'Halloran asked that the word "loses" be changed to "losses" under the Director's Report in the June 13, 2022 Draft Minutes. Noting that the recorder had been turned off before the Executive session at the June 13, 2022 meeting, Bakos asked Boyd to record the motion and vote. Boyd reported that the motion to go into Executive Session was made by Bunyaner and seconded by Diane O'Halloran. The motion to come out of Executive Session was made by Buthe and seconded by Bunyaner. A Resolution Pursuant to N.J.S.A.10:4-12 Moving the Public Into Executive Session dated June 13, 2022 was put on file.

Boyd called for a motion to accept the June 13, 2022 Minutes as corrected. Buthe so moved, Bunyaner seconded the motion and it passed unanimously.

Minutes of The Executive Session meetings held on June 10, 2019, July 8, 2019, and October 29, 2019 were provided. (new Business)

TREASURER'S REPORT- Bakos reported that Library Interiors had not yet received the check for \$23,345.28, and the check may have to be put on hold. Boyd called for a motion to accept the Financial Worksheet of June 2022. Bunyaner so moved, Buthe seconded the motion and it passed unanimously.

Buthe made a motion to approve the Bill List, Bunyaner seconded the motion and it passed unanimously.

Bunyaner then found an unlisted check and made a motion to amend the Bill List to include the \$589.21 check for Vertilocity. O'Halloran seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS –Bakos reported a donation of \$200 made by the Woman's Club of Berkeley Heights.

PUBLIC COMMENT – No public present

DIRECTOR'S REPORT

Circulation- Numbers continued to rise in most categories, with declines in Downloadables and WiFi Hotspot. Brainfuse, an online learning platform offering in-person tutoring has been added to the online resources for \$1,810.

Ten Hotspots are being recalled by T-Mobile due to outdated technology. Four upgraded Hotspots will be added. Plans are being made to offer the Wall St Journal online. The new public copier will be delivered soon. The Town has hired a temporary CFO until the end of year.

Bakos met with Philip Berger, head of M.A.I.N. library consortium to discuss services provided to members. Bakos and Fuhro will be representing the Library at Healthy Kids Day at the Y.M.C.A.

LIAISON REPORTS- No reports

BOARD REPORTS

Facilities- Small leaks during rainstorms continue in the Children's Department. Bakos spoke to Jean Kingsley, who said that Liza Vianna is the contact for outdoor signage queries. Boyd will contact her.

The entry bulletin boards panels were reattached after peeling off the wall. Bakos will speak to Barbara Russo about getting the electronic bulletin board by BHPL's entrance to operate.

Marketing- Tote bags decorated with the Library logo will be ordered as giveaways for special occasions. Table covers with the library logo, will be ordered to be used at events.

Strategic Plan Committee- update – Bunyaner reported on the first meeting with Library Crossroads Consulting and an outline plan and time-line were presented. A community questionnaire will be posted on the website. Another meeting is scheduled next week on Zoom with Pat Tumulty.

NEW BUSINESS

Part-time employees- Bakos said that a new part-time employee is needed for sufficient coverage, citing lack of flexibility in the current schedule that leads to difficulty in covering for illness and other schedule interruptions. The new position would be for up to 8 hours per week at \$ 16.38 per hour. After discussion, Boyd made a motion to hire an additional part-time employee, Buthe seconded the motion and it passed unanimously.

Approve Executive Session Minutes: March 20, 2017; June 10 2019; July 8, 2019: October 29, 2019 –

Bunyaner called for a motion to approve the Executive Session Minutes of June 10, 2019
Boyd seconded the motion and it passed unanimously.

Bunyaner made a motion to approve the Executive Session Minutes of July 8, 2019. O'Halloran seconded the motion and it passed unanimously.

Bunyaner made a motion to approve the Executive Session Minutes of October 29, 2019. O'Halloran seconded the motion and it passed unanimously.

The Executive Session Minutes for March 20, 2017 will be approved at the August Board Meeting when Nessenson, Buthe and Boyd will all be present.

OLD BUSINESS

Salary 2022 – Discussion tabled

Boyd made a motion to move the August meeting date to Monday, August 15. Bunyaner seconded the motion and all agreed.

EXECUTIVE SESSION- as necessary - No session was needed

ADJOURNMENT- There being no further business, Boyd moved to adjourn. Bunyaner seconded the motion and all agreed. The meeting adjourned at 7:58 pm.