

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

September 12, 2022

Prepared: September 13, 2022

Approved: as amended October 10, 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, and BHPL's Website and forwarded to TAPinto Berkeley Heights, and the Clerk's Office.

The meeting was called to order by Donna Boyd at 7:06 PM.

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

ABSENT: 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 July 11, 2022 Minutes. Bunyaner so moved, O'Halloran seconded the motion and it passed with Nessenson abstaining.

TREASURER'S REPORT-July and August 2022 Boyd called for a motion to approve the Financial Worksheet for July 2022. Boyd seconded the motion and all agreed.

Boyd called for a motion to approve the Financial Worksheet for August 2022. Buthe so moved, Boyd seconded the motion and it passed unanimously.

Boyd called for a motion to approve the August 15, 2022 Bill List. Bunyaner so moved, Azalone seconded and the motion passed unanimously.

Boyd called for a motion to approve the September 12, 2020 Bill List. Buthe so moved, Boyd seconded the motion, and it passed unanimously.

The Budget Transaction Audit Trail was reviewed

Azalone arrived at this point (7:12 pm).

CORRESPONDENCE AND GIFTS – None to report.

PUBLIC COMMENT – No public present

DIRECTOR'S REPORT

Circulation-Bakos reported that August circulations continued to rise in all categories except Adult AV.

LIAISON REPORTS- Azalone reported that schools got off to a normal start with masks and COVID testing not required. Through a partnership with Mental Health TCNJ staff members had 2 days of awareness training on how to recognize signs of mental health issues. Despite a budget increase of 35% for bussing, the district is facing issues due to a shortage of drivers. Dr. David Grier has been appointed as new Assistant Superintendent of Schools.

BOARD REPORTS

Facilities- Bakos said that issues related to water damages and ongoing leaks are being handled by the Town.

Boyd reported that Liza Vianna is working on having street side library signage installed.

Bakos said that the Town's tech person is expected to work on setting up the electronic notice screen this week.

Nessenson commented that the installation of additional electrical outlets, as approved in the contract with the Town, should not be scheduled until the leaks are fixed and noted that doors for the Director's closet have not been installed.

Marketing- update

Bakos said that Steven Millet, the Library's website designer, reported an "aggressive" number of bot clicks on the site and will take care of the situation.

Bakos has been presenting the new BHPL tote bags to children receiving their first cards.

Strategic Plan Committee- update

Bunyaner reported that information from the online community survey, has not yet been reported by Library Crossroads Consulting. Results from the staff and community surveys, focus groups, and interviews with community stake holders will hopefully be presented by November 15.

Bakos said that should the Library decide to join the MAIN library consortium, the new membership will be included in the Strategic Plan. Cost of membership is estimated at \$30,000, plus an additional cost for buying back the Library records from TLC. Bakos will invite Philip Berger, head of MAIN, to discuss the services and benefits of MAIN membership at the November Board Meeting.

NEW BUSINESS

New cleaning contract for 25 Park Ave. - The Town has hired Vanguard as the new cleaning company. The cost to the Library will be \$1,349.00 per month, an approximate rise of \$100 per month.

Memorial Wall or acknowledgement – Bakos reported that relatives of a deceased patron expressed interest in making a memorial donation, and asked how the gift would be acknowledged. Memorial Bakos the Board to think about ways that the Library could acknowledge memorial gifts and other donations.

OLD BUSINESS

Bakos said that Melissa Santore has been hired as a part time assistant in Circulation.

EXECUTIVE SESSION- as necessary

Bunyaner made a motion to go into Executive Session to discuss personnel and salaries. Buthe seconded the motion which passed unanimously at 8:05 pm. The Resolution Pursuant to N.J.S.A.10:4-12 et seq. was put on file. A motion to come out of Executive Session was made by Bunyaner, seconded by Nessenson and passed unanimously, ending the session at 8:31 pm.

Boyd reported that the Board proposes to take action on an item discussed in Executive Session regarding salaries. This involves a lump sum payment to 4 fulltime employees as a retroactive correction to make compensation consistent with that awarded to Township employees: \$750 for 2020, \$1,000 for 2021, and \$1,250 for 2022, for a total of \$3,000. Nessenson noted that this is additional compensation that the township employees received consistent with what the unionized employees received, and is now being retroactively corrected so that the Library employees will receive similar additional compensation. Buthe called for a motion to approve the additional compensation as proposed. Nessenson so moved, Bunyaner seconded the motion and it passed unanimously with O'Halloran, Boyd, Bunyaner, Buthe, Azalone and Nessenson voting to approve. Boyd recommended that the Board ask the Town to extend the payouts over the rest of the year.

Boyd called for a motion to amend the 2022 budget to include the salary increases. Bunyaner seconded the motion, and all approved. Bakos noted that the Town may not accept budget changes. until November.

ADJOURNMENT- There being no further business, Boyd moved to adjourn. Nessenson seconded the motion and all agreed. The meeting adjourned at 8:45 pm.