

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
December 12, 2022
Prepared: December 17, 2022
Approved: as corrected January 9, 2023

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 7:04 PM.

PRESENT: Donna Boyd, Ann Bunyaner, 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 –

There were two corrections to the TREASURER'S REPORT. Boyd asked that "Buthe" replace "Boyd" in the second line of the report, and Bunyaner asked that "with Buthe abstaining" be removed from the last sentence of the report.

Boyd called for a motion to accept the November 12, 2022 Minutes as corrected. Bunyaner so moved, Boyd, Buthe and Bunyaner approved the motion. Azalone abstained, having not been present on November 1. The motion was withdrawn, pending the arrival of Buthe and Nessenson. (see below)

TREASURER'S REPORT-

Bakos asked the Board to void checks 9355 and 9437 for two cancelled programs. Boyd moved to cancel both checks, Bunyaner seconded the motion and it passed unanimously.

Approval 2021 Audit- moved down in the agenda (see below)

Boyd called for a motion to approve the November financial worksheet. Bunyaner so moved. O'Halloran seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – None to report. Bakos reported a \$1,000 donation from Ned Voss. Bunyaner reported that she received an email announcing that Investor's Bank will become Citizen's Bank starting February 21, 2023.

Buthe and Nessenson arrived at this point.

PUBLIC COMMENT – No public present

DIRECTOR'S REPORT

Circulation- Bakos reported that 306 expired registrations have been removed and that cook books are the focus of the current weeding project. Bakos noted that the 131 books added to the children's collection include a new set of Sound Box alphabet books. An effort is being made to expand the popular Techttober programs with additional teen volunteers.

SECRETARY'S REPORT – With a quorum present, Boyd called for a motion to approve the Secretary's Report of November 12, 2022 as corrected above. Bunyaner so moved, Buthe seconded the motion, and it passed unanimously.

TREASURER'S REPORT- Approval 2021 Audit- Nessonson reported that the auditor will make the following updates to the 2021 Audit as requested by the Board: Expenditure on Exhibit A-1 updated so "Salary & Wages Year 2021 of \$450,380.33 expanded to include "SALARIES & Wages and Other Compensation" Year 2021 of \$700,280.33 (consistent with all compensation reported on this line item in Year 2020).

Because the sub-total year 2021 remains unchanged at \$1, 078,718.94, the Administrative Year 2021 line items reduced to \$378,438.61.

Exhibit A-2 Operating Expenses updated with a subtotal "Salaries & Wages and Other Compensation" under the five Expenses Paid by Township of Berkeley Heights which are the components of "Salaries & Wages and Other Compensation".

Boyd called for a motion to accept the updates to the 2021 Audit, Bunyaner so moved, Buthe seconded the motion and it passed unanimously-.

The Bill List was examined. Bakos noted that the utility bill from the Town does not include a water bill.

Boyd called for a motion to approve the December Bill List. After discussion, Boyd called for a motion to accept the Bill List. Bunyaner so moved, Nessonson seconded the motion and it passed unanimously.

LIAISON REPORTS- Azalone reported that the School Board seats vacated by Mike D'Aquila and Sai Bhargavi will be filled by Gale Bradford and Dipti Khanna. The new school schedule has not yet been set. Schools will be closed on Election Day 2023.

BOARD REPORTS

Facilities Report –Bunyaner said that another cabinet is on order for the Creative Space.

Boyd reported that Hall met with Township Administrator Liza Viana to discuss a plan for outdoor signage.

Viana forwarded the request for street signs to Joe Graziano. The Township's plan also includes two temporary signs to be replaced by two permanent signs. Bakos reported that the EPIC inspector is confident that the Library's leaks have been resolved and that Viana has done a walkthrough of the building with a restoration company.

Marketing- update - See Dori Dowling's report.

Strategic Plan Committee- On hold until January

Board of Trustees By-Laws - Bakos suggested changes to bring the Board of Trustees By-Laws up to date. Bakos noted that the Building and Grounds Committee has been renamed as the Facilities Committee and suggested that only one Citizen's Hearing need be scheduled. After discussion it was decided that those changes be made with the Citizen's Hearing scheduled in the earlier part of the meeting. Boyd suggested that the statement beginning "An audio record of all Board meetings" be eliminated from the text. The retention period for recordings has been reworded to reflect current regulations in accordance with the Municipal Agencies General Records Retention Schedule. The final statement was altered to "(Subject to legislative change)".

Boyd called for a motion to approve the amended Board of Trustees By-laws. Bunyaner so moved. Nessonson seconded the motion and all agreed.

NEW BUSINESS

Board Meeting 2023 dates- Boyd called for a motion to accept the list of Board Dates for 2023. Buthe so moved, Bunyaner seconded the motion and it passed unanimously.

Staffing (PT Circulation) Bakos announced that Circulation Assistant, Alice Yellin, will be retiring on January 1, 2023. The part time opening will be advertised.

2023 Holidays- Bakos presented the Holiday Schedule 2023. Buthe called for a motion to accept the schedule.

Bunyaner so moved, Nessonson seconded the motion and all agreed.

OLD BUSINESS-

The Strategic Plan is on hold.

Bakos is in the process of contacting other library directors for their gift recognition policies, Boyd asked that Library Interiors be reminded of the need to work on missing plugs for Teen room tables. Bakos and staff will be visiting libraries that have recently joined LMXaC and MAIN to learn about their experiences.

EXECUTIVE SESSION- as necessary – No session needed.

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