

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
2023 Reorganization Meeting – January 9, 2023

Prepared: January 17, 2023
Approved: as corrected 2/13/23

This was contained in a list of meetings approved December 12, 2022. 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 7:23 PM.

PRESENT: Ann Bunyaner, Diane O'Halloran, Donna Boyd, Superintendent's Alternate Diane Azalone, Mayor's Alternative Kevin Hall

ABSENT: Sheila Buthe, Linda Nessenson

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

INTRODUCTION OF BOARD MEMBERS: No new members

Boyd suggested that, in the absence of Buthe, who is in line to be the next Board President, the Election of Officers, Selection of MUF Delegates, and Selection of Standing Committees should be postponed with all current offices and committees remaining as is. All present agreed.

ELECTION OF OFFICERS: Postponed

SELECTION OF MUF DELEGATES: Postponed

SELECTION OF STANDING COMMITTEES: Postponed

SELECTION OF OFFICIAL NEWSPAPERS: Courier News and Star Ledger – Bunyaner moved to approve the Courier News and Star Ledger as the official newspapers. O'Halloran seconded the motion and it was approved unanimously.

DESIGNATE OFFICIAL BANK ACCOUNTS: Due to the upcoming migration of library account from Investors Bank to Citizens, the designated accounts will not be changed until future notice.

REAPPOINTMENT OF ATTORNEY AND AUDITOR: The reappointments of attorney Eugene Huang of Wiley, Malehorn, Sirota & Raynes at a rate \$225/ hour; and of auditor, Suplee Clooney at \$4,470 were approved unanimously following a motion by Bunyaner, seconded by O'Halloran.

SECRETARY'S REPORT:

Boyd asked that the phrase "as corrected above" be added to the end of the first line under Secretary's Report; and that "Hall" replace "she" in the second line of the Facilities Report. Azalone asked that the spelling of Gale Bradford's name be corrected in her Liaison Report. Boyd called for a motion to approve the Minutes of December 12, 2022 as corrected. Azalone so move, O'Halloran seconded the motion and it passed unanimously.

TREASURER'S REPORT:

Boyd called for a Motion to approve the Financial Worksheet dated December 2022. Bunyaner so moved. O'Halloran seconded the motion and it passed unanimously. Bakos asked that check #009357 be cancelled. Boyd called for a motion to cancel check #009357. Azalone so moved, Bunyaner seconded the motion, and all approved.

CORRESPONDENCE AND GIFTS: Donations were received from were received from Frank and Sara Bolden (\$250), Catherine Chiusano (\$100) and the Happy Monday Rug Hookers (\$125).

BOARD REPORTS: Boyd reported that there had been no news on plans for added directional signage for the Library.

She has not received a reply from Glen of Library Interiors about completing the installation of electric cords for the Teen space computer tables.

Bakos said that she has placed an order with Library Interiors for an additional storage cabinet to store items for the Library of Things. She also reported that there has been no recent signs of leaks.

CITIZEN HEARING (Name and address) No citizens present

DIRECTOR'S REPORT:

December and Annual Circulation- Bakos reported that while the circulation of Juvenile, A-V, and Interlibrary Loan declined in December, the circulation of adult books and downloadables went up. The total annual circulation for 2022 was up by 25.3 %.

Hall expressed his concern that a prolonged absence of a Township Administrator could make planning for new projects more difficult. He will contact the Building Department to determine what types of signage may need approval, and will check with Barbara Russo about updating the outdoor electronic sign board's "Welcome" message to include a Library location message.

Hall suggested that Bakos contact the Environmental Commission and ask if the Commission can work with Library as a venue to present programs for the public. Hall and Boyd volunteered to help with this endeavor.

Telescope program- High School student Justin Liu has received a grant from the Berkeley Heights Education Foundation for the purchase of a telescope that be used for a night sky gazing programs that he will present at the Library.

LIAISON REPORTS-

Azalone noted that school calendar calls for schools to open before Labor Day and to end the school year earlier in June.

OLD BUSINESS: Bakos reminded the Board that it will soon be time to continue working on the new Strategic Plan. She also shared Dori Dowling's monthly Marketing Report.

Boyd spoke about the recent Winter Walk and encouraged the creation of a local events calendar to be used in preparation for the Library's participation in future community events.

NEW BUSINESS:

2022 Budget- preliminary – postponed until February Meeting

Pay-To-Play- Tabled.

Bakos distributed a chart of Salaries and Wages from NJLA and recommended a 4% raise for part timers. Bakos will pursue a survey of further salary and wage levels and base line salaries paid in comparable New Jersey Libraries. She noted that the information already in hand shows that BHPL's full time Reference position is underpaid.

EXECUTIVE SESSION (as necessary): No session needed.

ADJOURNMENT: There being no further business Boyd called for a motion to adjourn. Bunyaner so moved, Azalone seconded the motion and all agreed. The meeting adjourned at 8:28 pm.