

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
February 13, 2023

Prepared: February 15, 2023
Approved: as amended March

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 Sheila Buthe at 7:10 PM.

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

ABSENT: Mayor's Alternative Kevin Hall

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

Boyd arrived at 7:11 pm.

ELECTION OF OFFICERS (tabled in January 23):

Boyd made a motion to accept the prepared slate of officers. Bunyaner seconded the motion and it passed unanimously. Buthe is President, Bunyaner is Vice President, O'Halloran is Treasurer, and Nessenson is Secretary.

SELECTION OF MUF DELEGATE (tabled in January 23)

Nessenson made a motion to select Boyd as MUF Delegate. Bunyaner seconded the motion and it passed unanimously.

SELECTION OF STANDING COMMITTEES: (Personnel, Finance, By-Laws, Technology Marketing, Facility, Foundation) (tabled in January 23)

Buthe asked members for their committee preferences then called for a motion to accept the slate:

Personnel – Ann Bunyaner

Finance – Diane O'Halloran

Foundation – O'Halloran

By-Laws- Donna Boyd

Technology- Linda Nessenson

Marketing- Sheila Buthe

Facility – Linda Nessenson

Boyd so moved, Bunyaner seconded the motion and it passed unanimously.

DESIGNATE OFFICIAL BANK ACCOUNTS (tabled for March meeting))

SECRETARY'S REPORT: Boyd asked that under OLD BUSINESS the phrasing of the second sentence be clarified. The sentence has been replaced with "Boyd spoke about the Winter Walk and suggested that it would be helpful to have a calendar of local events to be used in plans to participate in future events". Bunyaner made a motion to accept the report of January 9, 2023. O'Halloran seconded the motion and it passed with Buthe and Nessenson abstaining.

TREASURER'S REPORT: Bakos asked for the cancellation of check #9365, uncashed by Envisionware. Buthe called for a motion to cancel check #9365. Bunyaner so moved. The motion passed unanimously.

Reviewing the Audit Trail from last year, Bakos noted that when that when \$260 for benefits is subtracted and \$75,000 from the Town is added, the Library balance will be \$112,725. Bakos said that future purchase from Amazon will be suspended now that the company is only accepting credit cards from Chase Bank are issued to individuals.

Buthe called for a motion to approve the Treasurer's Report. Bunyaner so moved. Nessenson seconded the motion and the motion passed with all in favor.

Buthe called for a motion to approve the January 2023 Bill List, Nessenson so moved, Boyd seconded the motion, and the motion passed unanimously.

CORRESPONDENCE AND GIFTS: None

BOARD REPORTS: Bakos reported that metal cabinets have not yet been delivered, and that Ajay has not yet been able to replace a defective part from the screen in the Hallway. Bakos added that work that was stalled in the absence of the Administrator are picking slowly. Buthe said that she would prepare, as a reminder, a list of requests that Hall is discussing with the Administrator. Boyd will follow up with Library Interiors about the Teen Space table that needs plugs. Buthe thanked Dori Dowling for the Marketing Report; Bakos remarked that the newsletter had a remarkably high open rate. CITIZEN HEARING (Name and address) No citizens present

DIRECTOR'S REPORT: Bakos reviewed the monthly statistics, commenting that circulation was up in most categories. The Teen Tech group has not yet returned. A Medicare program with Neil Berger is scheduled for next week. High school student Justin Liu will present an informal demonstration with a telescope next week. Bakos met with Barbara Russo and learned that a change in phone companies will take place later this year, making it possible for the Library to select a new permanent number. Bakos has booked a date to speak with a representative of the Library Speakers Consortium to schedule live Zoom talks on author related topics. Another program under consideration is a program by a realtor and an attorney.

Boyd asked about small meeting room usage. Bakos said that Barbara Russo said that tutors would have to have proof of insurance to be eligible to use the meeting rooms.

LIAISON REPORTS- Azalone reported that the school Board approved to accept a donation for the book selected by students for a Literary Lunch meeting at GLHS. Due to a 20% rise in health benefits, there might be a need for Budget cuts year.

OLD BUSINESS: see above

NEW BUSINESS:

2023 Budget- Bakos reviewed the discussion at last month's Board meeting when it came up that the Library is not meeting the NJLA standards for part-time nonprofessional salaries. Bakos said that the library now has two unfilled part time positions to fill and the need for an additional part time professional reference librarian. Bakos said that while the professional salaries are largely in line, the salaries of Supervising Library Assistant and of Senior Librarian are both below the NJLA recommended rates. Bakos further noted that part time hourly adult employees with college degrees earn only \$16.71 per hour while the hourly wage for high school age pages is \$14.13. The full time Reference Librarian and the Supervising Library Assistant are both below NJLA standards. Bakos said she believes that the Township is giving 2% raises this year. After discussion, Buthe called for a motion that part time nonprofessional hourly pay be raised to match NJLA standards with a 4% raise. Nessenson seconded the motion and it passed unanimously. Buthe called for a motion to raise the salaries for Lisa Wernett and Ann Marie Sieczka by \$2500 each with total increases of \$65,025 for Lisa Wernett and of \$55,722 for Ann Marie Sieczka. Bunyaner so moved, Nessenson seconded the motion and it passed unanimously.

Budget- Bakos said that the salary and wage changes postpone further budget action until the next meeting.

Revised/updated Pay Scale - Bakos said that the Salary Ranges need to be increased so that payroll can process the raises. Buthe made a motion to approve the increase in salary wages. Bunyaner seconded the motion and it passed unanimously. Buthe called for a motion to increase the salaries for Stephanie Bakos and Laura Fuhro by 4%. Bunyaner so moved, Nessenson seconded the motion and it passed unanimously.

Pay-To-Play 2023- tabled until the next meeting.

Bakos distributed the list of Budget categories, suggesting that Consortium costs could be covered by the Operating Budget, with storage cabinets and benches covered by Capital. Bakos added that she and Technical Services librarian Karen Dreitlein will be visiting the Consortium headquarters at Hunterdon County Library and are trying to get an appointment at Plainfield to discuss LMxAC membership.

Referring back to the budget categories Nessenson asked about the servers. Bakos said that the servers are included under Computer Maintenance. Bakos added that the budget will reflect the rising prices of periodicals and downloads as well as some licenses with utilities unpredictable and the telephone bill unknown.

Bakos asked to schedule a special Board Meeting to finalize the budget and to address Pay-to-Play 2023.

After discussion, all agreed that the special meeting will take place at 7PM on February 27.

Bakos said that she has a Strategic Plan meeting with Cindy ? next week and asked that Board members who have not already done so, email their "Person Information" to her.

EXECUTIVE SESSION (as necessary): No session needed.

ADJOURNMENT: There being no further business Buthe called for a motion to adjourn. Nessenson so moved, Boyd seconded the motion and all agreed. The meeting adjourned at 8:52 pm.