

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

March 13, 2023

Prepared: March 14, 2023

Approved: as corrected April 10, 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, 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: Ann Bunyaner, Donna Boyd, Linda Nessenson, Diane O'Halloran, Sheila Buthe

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

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

SECRETARY'S REPORT – Nessenson asked for a correction to Selection of Standing Committees noting that she is on the Technology and the Facility committees. Bunyaner noted that in the second sentence under Secretary's Report, the phrase "suggested that it would be" should be completed with the word "helpful". O'Halloran asked that the spelling of Neil Berger's name be corrected under Director's Report. Under Treasurer's Report the last line should be "The motion passed unanimously". Under Secretary's Report the last line should be "The motion passed with Buthe and Nessenson abstaining". Nessenson asked if the wording concerning 4% raises for Bakos and Fuhro in the text of Revised/updated Pay Scale resolution was clear to all. Board members all said that it is.

Buthe called for a motion to accept the Board Minutes of February 13, 2023. Bunyaner so moved. Nessenson seconded the motion and it passed unanimously.

TREASURER'S REPORT – Bakos noted that the Treasurer's Report shows that the checks signed on February 13 did not clear. The checks have since all cleared on March 3.

Buthe called for a motion to approve the March Treasurer's Report. Bunyaner so motioned, Nessenson seconded the motion, and it passed unanimously.

Bakos said that this year's 1/3 mil State Funding went down \$67,000.

Buthe called for a motion to accept the bill list. Bunyaner so moved, O'Halloran seconded the motion and it passed with Boyd abstaining.

Bakos will take the March Minutes and other required documents to the bank to establish the new account.

Buthe called for a motion to approve the bank accounts as stated. Bunyaner so moved, Nessenson seconded, and the motion passed unanimously.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS

Facilities – Bakos said that two large storage cabinets have been delivered. Library Interiors has merged as a division of Nickerson.

Marketing – Dori Dowling's marketing report was read. Bakos asked for volunteers to participate at the Library's table for the Township sponsored Senior Fair on May 6th.

Citizen Hearing – None

DIRECTOR'S REPORT

Bakos said that the Library has acted as a collection sight for donations, such as toys and craft supplies for various local nonprofit groups. Bakos will prepare, for the next meeting, a policy statement covering these collections.

Bakos has spoken with Pat Tumulty about setting dates for future Strategic Plan sessions. Bakos has sent Board members a link from the State Library to register for an upcoming ZOOM session on book challenges and links to slides on a variety of library related issues. .

Three live jazz programs have been scheduled to be held in the Council Chambers for March 26, April 30 and May 21. Print copies of the new Book Page journal are available as handouts with a digital version coming in May.

LIAISON'S REPORTS – None

OLD BUSINESS

2023 Budget – Nessenson reported that there will be money in the budget for new books, downloadables, consortium membership, strategic planning, server upgrades, increased programming, marketing, a new telephone system, and the creative space. Nessenson said that on the advice of Attorney, it would be prudent to reserve sufficient capital account funds for potential building issues. Buthe called for a motion to approve the Operating Budget for 2023 as amended and Bunyaner so moved. Nessenson seconded the motion and it passed unanimously.

NEW BUSINESS

The revised/updated Pay Scale Resolution, retroactive to January 1, 2023, and including a correction to the Administrative Assistant's hourly amount, was read into the record by Sheila Buthe. Buthe called for a motion to pass the resolution as amended. Bunyaner so moved, O'Halloran seconded the motion, and all agreed.

Pay-to-Play 2023 – Buthe read the Pay-to-Play Determination of Value 2023 into the record (Attached). Buthe called for a motion to accept the Determination of Value for The Library Corporation, OverDrive, Ingram Library Services, Midwest Tapes/Hoopla and Vertilocity. Bunyaner so moved. Nessenson seconded the motion and it passed unanimously.

EXECUTIVE SESSION – No session needed

ADJOURNMENT – There being no further business, Buthe called for a motion to adjourn. Bunyaner so moved, Nessenson seconded the motion and all agreed. The meeting adjourned at 8:17 pm