

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

April 10, 2023

Prepared: April 12, 2023

Approved: May 8, 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 Ann Bunyaner at 7:09 PM.

PRESENT, Ann Bunyaner, Donna Boyd, Linda Nessenson, Mayor's Alternative Kevin Hall, Superintendent's Alternate Diane Azalone

ABSENT: Sheila Buthe, Diane O'Halloran

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

SECRETARY'S REPORT – Azalone noted that the Prepared date for the March Minutes be corrected as March 14, 2023. Boyd noted that it was Buthe who called for all three motions under Treasurer's Report. Bunyaner noted that it was Buthe who called for the motion to adjourn. Bunyaner called for a motion to accept the corrected Minutes of March 14, 2023. Nessenson seconded the motion passed with Hall and Azalone abstaining.

TREASURER'S REPORT – Bakos asked that checks 9422 and 9365 be voided. Check 9422 was written for Vincent Pietro who had received payment with a personal check. Check 9365, was a replacement for a check that was claimed lost, but later found by Envisionware. Boyd called for a motion to void checks 9422 and 9365. Bunyaner seconded the motion and it passed unanimously.

Bakos presented two Financial Worksheets. The March 2023 Worksheet is preceded by a February 18-28, 2023 Worksheet dated from the day of transition to Citizens Bank. Following a review, Bunyaner called for a motion to approve the Financial Worksheets. Nessenson so moved, Hall seconded the motion and all approved. Bunyaner called for a motion to accept the Bill List. Bakos noted that the notice screen is up and running.

CORRESPONDENCE AND GIFTS - Bakos reported that Liza Pate made a memorial donation of \$50 to be used to purchase books in honor of a friend's grandmother who enjoyed Romances.

BOARD REPORTS-

Facilities- The selection of stools for the Creative Space was discussed. Bakos said that the remediation team has walked around the Library a few times, but the start date has not been set. There has been no recent contact with Library Interiors about previously discussed repairs and replacements. Bakos said that a year old request to change the location of the sensor for the light above the self-checkout station has received no action.

Bakos said that the notice-board screen at the library entrance is now up and running. Bakos noted that Dori Dowling will be out for several weeks, but will be working from home on Constant Contact and surveying other Libraries about their most used museum passes. The Senior Fair will be held in the Meeting Room on May 6, 11am-1pm. The Library will participate.

CITIZEN HEARING – None

DIRECTOR'S REPORT- Bakos reported that circulation is up across the board. Over 50 people attended the Sunday Jazz concert. Three more monthly concerts have been scheduled. The possibility of holding an outdoor program in Vito Mondelli Park or Peppertown Park was discussed. A furniture painting demonstration has been scheduled, a foreign film series will be held during the summer, a bluegrass performance has been scheduled for June and virtual author talks will start in May.

LIAISON'S REPORTS- Hall reported that Cannon is looking for the source of leaks from a pipe in the inner wall near the staircase, and that when the leak is found, Rapid Recovery will begin remediation. Hall asked that a list be made of all water damaged items that needed to be replaced along with costs for damages and replacements. Bunyaner, Boyd and Nessenson will produce the list and send it to the Township Administrator. Nessenson asked Hall to look into the status of the request for additional wayfinding signage, noting that many people are still unaware of the Library's location. She noted that due to a lack of exterior building signage visitors are often puzzled about which section of the building houses the Library.

DIRECTOR'S REPORT (CONTINUED) - Bakos reported that she and Karen Dreitlein visited Scotch Plains Library a member of LMxAC, and The main branch of Hunterdon County Library a member of MAIN. They learned that both systems will require a certain amount of dedicated space for receiving and processing materials, and for storage of packaging supplies. The service will also require an additional part time employee. Fees will be charged for retrieving catalog records from TLC and for adding the records to the new system.

LIAISON'S REPORTS (CONTINUED) - Azalone reported that rising costs including wages, health benefits, and Special Ed requirements will result in a reduction of staff in 2023-24 that will be presented at the School Board meeting on April 27th. Due to lack of snow days, the Memorial Day holiday has been extended by two days with schools, with the exception of GL High School, closed May 26 – 30, and on Monday June 5. The Highlander Band and several sports team earned State Championships among the many awards earned by students.

OLD BUSINESS- None

NEW BUSINESS –

Pay-to-Play 2023- Bakos reported that all of the Pay-to-Plays have not yet been received.

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business, Bunyaner called for a motion to adjourn. Boyd so moved, Hall seconded the motion and all agreed. The meeting was adjourned at 8:18 PM