

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

May 8, 2023

Prepared: May 19, 2023

Approved: as corrected 6/12/2023

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 7:06 PM.

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

ABSENT: Linda Nessenson, Mayor's Alternate Kevin Hall,

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

SECRETARY'S REPORT – Corrections were made to the April 10 draft minutes. O'Halloran noted that the last line under Treasurer's Report was incomplete. Bakos said that the line should read "Bakos noted that the notice screen is up and running". Bunyaner said that it was not she, but Boyd who seconded the motion to void checks in line four. Azalone asked for three corrections to Liaison's Report (Continued): The first line under "Azalone reported that a reduced District School Budget will result in a reduction in staff in 2023-24.

Bunyaner called for a motion to accept the corrected Minutes of April 10, 2023. Boyd seconded the motion, and it passed with Buthe and Azalone abstaining.

TREASURER'S REPORT- The bill list for May 8, 2023 was examined. Bakos reported that the Township budget will be introduced for approval next week, after which she will request the money owed from last year and the first \$75,000 for this year. Buthe asked about the services covered by the Telephone bill. Bakos said that the amount paid represents the Library's shared costs with the Township for all utilities including telephone, gas, water and electric for the last 6 months or longer. Following discussion about the format of the shared cost billings, Bakos said that she would request that future reports reflect the months covered. Buthe called for a motion to accept the Bill List . Bunyaner so moved, Boyd seconded the motion and all approved.

Buthe asked for a motion to accept the Financial Worksheet. Boyd made a motion to accept the Financial Worksheet of April 2023. Bunyaner seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS – None to report

BOARD REPORTS -

Facilities- Boyd commented on an email she received concerning damages. The distinction between Insurance and Claims was not clear so Boyd will clarify with the Administrator.

Bakos said that it will cost \$956 to replace two chairs that were damaged with water stains. The chairs have been ordered.

Marketing- Dori Dowling's Marketing Report was received. Bakos reported that 50 people enjoyed the first program in the Spring Jazz series, and that a slightly smaller audience braved a storm to attend the second program. Buthe reported that she, Ann. Bunyaner, and Laura Fuhro attended the Senior Health Fair last week, and received many positive comments and several requests to revive Library movie programs.

Strategic Plan- Bakos distributed handouts from Cindy Czesak along with a list of possible people to contact for Visionary Planning sessions. The sessions were tentatively scheduled for Tuesday, May 23 and Monday, June 5, 7 -9 PM., depending on confirmation by Czesak.

CITIZEN HEARING – None

DIRECTOR’S REPORT- Bakos reported that Circulation for April went up in all categories except Interlibrary Loan, and 54 new borrowers were registered.

Bakos distributed a document from the Office for Intellectual Freedom of the American Library Association titled “Auditing the First Amendment at Your Library” which has also been sent to Kristen Hayes at Wiley Malehorn, Sirota & Raynes. Discussion will take place after Hayes’ response is received.

The Library Consortium Author series started.

LIAISON’S REPORTS- Azalone reported that the school s budget was passed and that staff is working on wrapping up the school year.

OLD BUSINESS- see Pay-to-Play below

NEW BUSINESS –

Pay-to-Play – Sheila Buthe read Pay-to-Play Resolutions into the records for Authorizing the Award of non-Fair and Open Contract for Library Materials for Vertilocity, The Library Corporation, OverDrive, Midwest Tape, and Ingram Library Services. (Attached)

Buthe called for a motion to approve the five resolutions. Bunyaner so moved, Boyd seconded the motion and it passed unanimously.

Museum Pass- Bakos reported that the Foundation is considering reorganizing as a Friends group. Bakos is contacting nearby libraries about which museums/cultural institutions are most popular and least popular.

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business, Bunyaner called for a motion to adjourn. Bunyaner so moved, Boyd seconded the motion and all agreed. The meeting was adjourned at 8:25 PM