

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

June 12, 2023

Prepared: June 14, 2023

Approved: as amended July 10, 2023

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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 7:05 PM.

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

ABSENT: Mayor's Alternative Kevin Hall

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

SECRETARY'S REPORT – Azalone noted that in sentence two of the May 8, 2023 Minutes it was O'Halloran who noted an incomplete sentence in the April Minutes. Boyd asked that the first line under Board Reports be ended with the word "damages". Buthe called for a motion to accept the May 8, 2023 Minutes as amended. O'Halloran so moved. Bunyaner seconded the motion and it passed with Nessenson abstaining.

TREASURER'S REPORT –Bakos noted that the Township Council will be voting on the hiring of a permanent qualified CEO at the June 13 meeting. Bakos asked that three checks be cancelled: # 9438 for a program by Recused by Lacey that was cancelled, # 9476 with an error in name of the receiver, and checks #9499 and #9500 for Interactive Sciences. Nessenson made a motion to approve the Financial Worksheet, Bunyaner seconded the motion and it passed unanimously. Bunyaner made a motion to approve the Bills List. Nessenson seconded the motion and all agreed. The selection of stools for seating and arrangement of cabinets was discussed.

CORRESPONDENCE AND GIFTS - None

BOARD REPORTS-

Facilities- Boyd reported that she and Bakos met with Glenn from Library Interiors. Work will be done on tables in the Young Adult area, including fixing two tables to allow for electrical connection. Glenn also inspected shelving near the windows in the Children's Room, in addition to areas in the Young Adult and main room of the Library where water had leaked. Shelving sections in the Children's Room showed water damage and will need to be replaced.

Preparations for completing the seating and arrangement of the Creative Space were discussed.

Marketing - Dori Dowling's marketing report was read. Bakos reported that the Jazz concert series has been well attended, attracting many old friends and new residents. Boyd reported that she, Fuhro and staff member Melissa Santore ran the busy Library booth at the town's Block Party.

Strategic Plan- Bakos said that the next, and final, group meeting will take place on June 27<sup>th</sup>

Marketing ideas were discussed. Buthe suggested that an event with ice cream be included in the summer program schedule. Other ideas included an Open House in the fall, and adding a brightening touch of artwork in the Children's Room.

CITIZEN HEARING – None

#### DIRECTOR'S REPORT-

Bakos reported that she is actively searching for new programs. Bluegrass music will be next before stopping for the summer during Rec's outside concerts. Foreign films will be returning in July.

Bakos distributed policies on program and book challenges and collection development from other libraries for board members to read and consider.

Bakos said that there is presently a shortage of available part time staff and recommended that a new part timer be hired.

**LIAISON REPORTS:** Azalone reported that the high school graduation is set for Friday, June 16. In the future "The Highlanders" will be the designation for all high school and middle schools teams. Schools will be open on August 30.

**OLD BUSINESS:** None

#### NEW BUSINESS

Policy Review – an updated Photography and Recording Policy, with edits from the Attorney, was distributed for approval in July.

Museum Pass Policies – samples distributed with a list of venues currently available.

**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 8:00 pm