

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

July 10, 2023

Prepared: July 13, 2023

Approved: as amended August 14, 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 7:06 PM.

PRESENT: Sheila Buthe (phone), Diane O'Halloran, Ann Bunyaner (phone), Donna Boyd, Kevin Hall, Linda Nessenson

ABSENT: Diane Azalone

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

S. Buthe reported that the Board received and had accepted the resignation notice of Director Stephanie Bakos. The date would be close to year end but not yet specified. On behalf of the Library Board, Buthe thanked Stephanie Bakos for her many years of dedicated service. The Library Board recognized that Stephanie had put her heart into the Library and appreciated her efforts in directing the Library especially through the recent 2 moves.

SECRETARY'S REPORT – Bakos reported that the cassette recording of the June 14, 2023 meeting is not usable. Bunyaner corrected the ending time to 8:00pm. Boyd made a motion to approve the amended Minutes, seconded by Bunyaner, approved with Hall abstaining.

TREASURER'S REPORT- Bunyaner made a motion to approve the June Financial Worksheet, seconded by Hall, and approved unanimously. The first two 2023 quarterly payments from the Township and the remainder of 2022 funds were received. Juan Uribe has been appointed as the CFO and GPA. Nessenson made a motion to accept the Bill List, seconded by Hall and approved unanimously.

CORRESPONDENCE AND GIFTS: No report

BOARD REPORTS –

Facilities: Bakos reported no recent leaks have occurred and dripping condensation from air conditioning vents has been reported to DPW. Work on the 2<sup>nd</sup> level Ladies' Room will start next week.

Boyd will combine the documents for replacement of furniture and shelving due to water damage to be sent to Barbara Russo for reimbursement. Nessenson will follow through on stools to be ordered for the Creative Space.

Marketing: Dori Dowling's Marketing Report was received.

Strategic Plan: A third meeting of the Strategic Plan's Visionary Group resulted in the Vision, Mission, and Goals statements. It is now ready to be completed with measurable timelines and actions. The results of the original target group sessions, survey, and the overview and demographic reports will be sent again to Board members. The next steps can be accomplished by a small group of Board members. Nessenson questioned if Library Crossroads will be completing the plan.

CITIZEN HEARING – None

DIRECTOR'S REPORT- Bakos reported that Circulation continues to increase. Bakos reported that over 90 people attended the Bluegrass performance in June. The Foreign Film Series has started, a Family Dance is scheduled for July 20<sup>th</sup>, a Children's Film Night is scheduled in August, and the normal Summer Program events

have been scheduled through mid-August. BHPL is currently hosting Public Speaking training for school age students and preparing to schedule ninth grade students trained and ready to assist members of the public with tech issues. The telescope program has ended.

LIAISON'S REPORTS- Hall suggested that BHPL assist the Environmental Commission by hosting programs on topics such as storm water management, drainage, and other environmental issues important to residents. Hall will also contact the Administrator's Office concerning reimbursement of insurance claims and outside signage.

OLD BUSINESS – The corrected Photography and Reporting Policy was distributed and reviewed. Buthe asked that a motion be made to accept the revised Photography and Recording Policy. Bunyaner so moved. Buthe seconded the motion and it passed unanimously.

Museum Pass policy- no progress reported

NEW BUSINESS –

Consortium – Bakos shared information from Philip Berg (MAIN) with an approximate estimate of the cost to join M.A.I.N. Bakos remarked that the estimate was spurred by a recently offered Union County grant that is due back in 14 days. After discussion the Board decided that more information was needed.

Nessenson made a motion not to proceed with the grant because there is no time to make a considered choice of consortiums. Kevin Hall seconded the motion and all agreed.

Staffing – Bakos' recommended that an additional full time librarian position be added to the staff. Bakos noted the difficulty of daily coverage with only four full staff. An additional position would provide needed coverage that would extend to the Teen, Reference and Children's Departments. Nessenson remarked that prior Boards hired more part time staff as a money saving measure. Bakos noted that the current part timers with library degrees have other jobs, often making scheduling difficult. Bakos added that there is an experienced librarian, currently working part-time at BHPL, with the requisite skills who will be asked to apply. After discussion, Buthe called for a motion to hire a new full time librarian for up to \$65,000. Hall so moved. Bunyaner seconded the motion and it passed unanimously.

Bunyaner asked for others to join her in the search for a new Director. Nessenson said she would help.

EXECUTIVE SESSION (as necessary) – No session needed

ADJOURNMENT – There being no further business, Buthe called for a motion to adjourn. Hall so moved. Nessenson seconded the motion and it passed unanimously. The meeting was adjourned at 8:45 pm.