

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

August 14, 2023

Prepared: August 16, 2023

Approved: as corrected September 11, 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.

ROLL CALL

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

ABSENT: Donna Boyd, Diane Azalone, Kevin Hall

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

SECRETARY'S REPORT – Buthe asked that the line “Buthe reported that Stephanie Bakos, Library Director, will be retiring on November 30, 2023” be replaced with a statement reflecting the Board's thanks to Bakos for her many years of service and that will acknowledge the many transitions made during this time. Buthe said that she would prepare a written statement for inclusion in the amended July 10, 2023 Minutes. Buthe called for a motion to approve the minutes as amended. Nessenson so moved, Bunyaner seconded the motion and it passed unanimously. Buthe's written statement is as follows: "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".

TREASURER'S REPORT –

Bakos noted that several checks on the Outstanding Checks list need to be voided including check #9540 (Rescue by Lacey to be rescheduled)), #9553 and # 9556. Nessenson found a clerical error in the Outstanding Checks totals that will be amended by the Administrative Assistant. Buthe called for a motion to approve the Financial Worksheet and the July 2023 Outstanding Checks as amended. O'Halloran so moved, Bunyaner seconded the motion and all agreed. After examination, Buthe asked for a motion to accept the Bill List at a total of \$20,892.22. Bunyaner so moved. Nessenson seconded the motion and all agreed.

The Budget was reviewed.

Bakos reported that new leaks have appeared in various locations in the Library.

Having been denied access to the Library account while working with Citizens Bank to correct some technical errors, O'Halloran asked that Board members consider re-assigning primary access to the account to the board treasurer. All agreed.

Bakos reported that the auditor has started the audit.

CORRESPONDENCE AND GIFTS – No report

BOARD REPORTS –

Facilities: Buthe reviewed the recent water leak locations including a recurring leak in the Children's Room, a new leak under a window in the Director's Office, and a leak in the large quiet study room. Bakos reported that a recent storm knocked out the air conditioning for two days and disabled the public copier. Nessenson reported that the stools have arrived for the Creative Space. Bakos noted that the room is being set up for use. Bunyaner

noted that new end-of-shelf sign holders have been ordered. Bakos noted that a major weeding needs to be done before the signs are prepared.

Marketing: Dori Dowling's Marketing Report was received and reviewed.

Strategic Plan: Buthe reported that the Committee will work meet to work on the Strategic Plan after Labor Day.

Open House: O'Halloran reported on plans and preparations for the October Open House event. After discussion Buthe called for a motion to approve a budget of up to \$1,000 for the event. Nessenson so moved, Bunyaner seconded the motion and the motion passed unanimously.

CITIZEN HEARING – Cataloging Librarian Karen Dreitlein asked about a policy covering the Library of Things. Steps for preparing a policy, and building and publicizing the new collection were discussed.

DIRECTOR'S REPORT – Bakos reported that the Fall concert series will open with a tribute to Tony Bennet, and be followed a by a jazz concert including former Board member Mitch Germansky, and vocals of the 40's and 50's by The Golden Girls. Also on the schedule is a furniture painting workshop with Lacey by Design. This summer's evening foreign film programs played to small audiences, while a late afternoon program with live tropical birds drew a capacity crowd. When a last minute emergency prevented the DJ from performing at the children's Dance Party, two talented face painting artists stepped up as the main attraction. Circulation and registration statistics continued to rise in July.

LIAISON'S REPORTS – None

OLD BUSINESS –

Progress on Consortium Comparison – Bakos reported that Abby Kalan is working on the Consortium Comparison as well as identifying practical considerations, such as physical space needs. Bakos noted that both consortiums will be going out for new systems and a new the BHPL will need a new server early next year. Bunyaner suggested that Library Interiors may be able to advise on space needs.

Rachel Talbert will begin work as a full time librarian on the day after Labor Day (Sept. 5) at an annual salary of \$65,000. One of the current Quiet Study Rooms will be assigned to her as an office. Bakos said that as things evolve here she should be given the title of Department Head.

Progress on Library of Things – Bakos predicted that she and Dreitlein plan to purchase necessities for this collection from the Container Store. Storage and display needs were discussed.

NEW BUSINESS –

Bunyaner reported that the Board received a complaint from one staff member involving another staff member. The complaint was investigated by the Personnel Committee who spoke to the people involved, investigated it, got legal counsel advice, and it was determined that there was no illegal discriminatory behavior and that no disciplinary action was needed. Recommendations were made and acted upon and the matter is closed. Bakos left at this point.

EXECUTIVE SESSION (as necessary) – Buthe read “A Resolution Pursuant to N.J.S.A. 10:43-12 Moving the Public Meeting into Executive Session. (Attached) Bunyaner made a motion to move into Executive Session to discuss a personnel matter. Bunyaner made a motion to go into Executive Session. Nessenson seconded the motion and all agreed. The Executive Session was entered at 8:06 pm. The Executive Session was exited at 8:15 pm.

Bunyaner reported that an action was proposed to be taken to vote to approve the proposal contract to work with Library Crossroads to conduct the Director's search.

Nessenson made a motion to approve the proposal contract to work with Library Crossroads to conduct the Director's search. Bunyaner seconded the motion and all agreed.

Bunyaner made a motion to approve the Director Search Committee to move forward with the Director search, and make recommendation to the Board on one or more candidates. Nessenson seconded the motion and all approved.

ADJOURNMENT – There being no further business, Buthe called for a motion to adjourn. Bunyaner so moved. Nessenson seconded the motion and it passed unanimously. The meeting was adjourned at 8:19 pm.