

**BERKELEY HEIGHTS FREE PUBLIC LIBRARY**

September 11, 2023

Prepared: September 21, 2023

Approved: as corrected October 9, 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 7:08 PM.

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

ABSENT: Mayor's Alternative Kevin Hall

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

SECRETARY'S REPORT – Azalone asked for a correction to the Treasurer's Report, noting that the bank referred to was Citizens Bank, not Citibank. Buthe called for a motion to accept the corrected Minutes of August 14 2023. Bunyaner so moved, Nessenson seconded the motion and it passed with Boyd abstaining.

**TREASURER'S REPORT –**

Bakos will talk to Bill Swisher about getting rid of the video escrow account and giving the money back to State of New Jersey (\$7,643.38). Nessenson made a motion that the video fund be returned to the State. Buthe seconded the motion and all agreed. Bakos noted that the Outstanding Checks list on the August 2023 Financial Worksheet includes a corrected replacement check for The Snake Man, and a check to Joel Zelnick for the Tony Bennet tribute concert. The September 11, 2023 Bills List was examined. Buthe called for a motion to approve the August 2023 Financial Worksheets. Nessenson so moved, Bunyaner seconded the motion and all approved. Nessenson made a motion to accept the September 11, 2023 Bill List. Bunyaner seconded the motion and it passed unanimously. The Budget Transaction Audit Trail was examined. Nessenson noted the reimbursement received from Garden State JIF of \$17,444.64 for damages.

**CORRESPONDENCE AND GIFTS – None**

**BOARD REPORTS-**

Facilities- Bakos noted that there were no recent evidence of leaks, and that the last of the replacement shelving may be delivered by late September.

Marketing- Dori Dowling's report was received. Bakos remarked that a Virtual Author talk by Lydia Bastianich was well attended.

Strategic Plan- Buthe reported that formatting of the plan is being worked on, and the full report will be ready by early October.

Open House- Board members will host Open House events in two shifts from 1:30-3:00 pm and from 3- 4:30PM. Bakos said that the old shelving has been temporarily reinstalled in the Children's Room, while waiting for the new shelves to arrive. Bunyaner noted that the original Berkeley Heights Library sign has been remounted in a new configuration and is now displayed near the Reference area. Informational handouts and craft sheets for the open house are in preparation.

CITIZEN HEARING – Staff member Abby Kalan asked if an air quality test had been taken in the area of the Reference Department. Bakos replied that one had been done, and she will ask when the Town plans to test again.

DIRECTOR'S REPORT- Bakos reported that the concert tribute to Tony Bennet was fantastic, but attended by under 40 people. Bakos noted that Covid seems to have reappeared in an area where several regular attendees reside. Scheduled programs for October include a furniture painting workshop and two concerts. Staff member,

Doug Gutch will host a new non-fiction book club; Teen Librarian Rachel Talbert will be hosting the Teen Book Club, and the Read to Morrigan the Dog program will continue. The statistics were down in general, but there were two filled to capacity programs for children: a portable planetarium from the Pearl Observatory, and a program with tropical birds by The NJ Snakeman.

LIAISON'S REPORTS- Azalone reported that schools opened with air conditioning in all classes, several new staff members and a new website. Schools will be closed on Sept. 25 for Yom Kippur.

Bakos added that during the summer Berkeley Heights students attended programs at the Library including a public speaking group, and Girls Who Code led by former GLHS teacher Lisa Genua. In addition, Girl Scout Troop 40297 will be placing a bin in the Library to collect food items for the Little Flower Food Pantry.

Azalone added that Pfizer will be offering technology mentoring for Middle School girls.

#### OLD BUSINESS

Consortium Comparison- Staff member Abby Kalan, presented her research report: "Joining a Library Consortium, Berkeley Heights Public Library, Comparison of LMxAC and MAIN, August 2023", for the Board's consideration in the decision process (attached). Head of Cataloging, Karen Dreitlein also took part in the discussion following Kalan's presentation. Differences in practices and services concerning technical equipment, self-checkout, cataloging records, data bases, diversity of collections, number of available items, and membership areas were among the items discussed.

Library of Things- Karen Dreitlein presented a draft loan policy for the Library of Things. She recommended that Lending Key software be purchased for tracking the collection. Bunyaner suggested that the List of Costs not be included in the loan policy. Dreitlein said that items on the second page were not meant for the policy, but should be included with the packaging. Bunyaner and Nessenson noted that the headings "PLEASE NOTE" and "Proper Care and Use" will not be attached to the policy but will be included as borrower information in the packaging. After several typographical errors were corrected, Bunyaner made a motion to accept the Policy for the loan of the Library of Things as amended. Nessenson seconded the motion and all agreed.

Museum Pass Policy – Reference Librarian Renee Riczker, presented a draft policy for loaning Museum passes based on the survey of policies in many other libraries. Bunyaner made a motion to approve the Museum Pass policy as noted with the addition of "Digital passes need not be returned". Nessenson seconded the motion and it passed unanimously.

NEW BUSINESS – None

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business the meeting was adjourned at 8:59 PM