

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

October 9, 2023

Prepared: October 11, 2023

Approved: as corrected November 13, 2023

This was contained on a list of meetings approved on December 12, 2022. 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 Ann Bunyaner at 7:04 PM.

PRESENT: Ann Bunyaner, Diane O'Halloran, Donna Boyd, Linda Nessenson

ABSENT: Sheila Buthe, Diane Azalone, Kevin Hall

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

SECRETARY'S REPORT – O'Halloran asked that the first sentence of SECRETARY'S REPORT be corrected to begin with "O'Halloran" and not "Azalone". Nessenson said that under Museum Pass Policy the phrase "non-resident cardholder" should be added. Azalone noted that the Girls Who Code program was led by former GLHS teacher, Lisa Genua. Bunyaner called for a motion to accept the corrected Minutes of September 11, 2023. Nessenson so moved, Boyd seconded the motion and it passed unanimously.

TREASURER'S REPORT –

Bakos noted that agenda item 4.A. should read "Donation from Ted and Daria Romankow". Bakos reported that the Library has received \$75,000 from the Town, and noted that the Library will have receive \$ 7850 in Per Capita State Aid this year, an amount that is only funded at 44% of the amount listed in the Financial Statement. In response to a query by Bunyaner, Bakos said that Bill Swisher had not yet replied about returning the video escrow account and giving the money back to State of New Jersey (\$7,643.38). In response to a question by Nessenson, Bakos replied that she expects to contact the auditor, Bill Swisher tomorrow.

Nessenson made a motion to approve the Financial Worksheet for September. Bunyaner seconded the motion and all agreed.

The Bills List was examined. Bunyaner called for a motion to approve the Bill List and outstanding checks for \$21,217.55. Bunyaner called for a motion to approve the October 9, 2023 Bill List. Nessenson so moved, O'Halloran seconded the motion and all approved. The Budget Transaction Audit Trail was examined.

Nessenson remarked on a second quarter check for \$75,000 that was paid out on 6/13 and deleted on 9/6. Bakos said she will talk to Juan Uribe tomorrow. Bakos said that the bill from OCLC is for new software to be used for managing the museum passes. Bakos said that software for managing the Library's Things collection will be ordered, but has not yet been priced. Bakos added that outstanding check written for her was for the purchase of containers for the Library of Things collection. Bunyaner called for a motion to approve the Financial Worksheet. Nessenson so moved. O'Halloran seconded the motion and all agreed. Nessenson asked if it would be possible to arrange with the new Financial Officer to have an Amazon credit card for the Berkeley Heights Public Library. Bakos said that she would talk to him.

CORRESPONDENCE AND GIFTS – Bakos reported that Daria and Ted Romankow made a donation for the purchase of Ukrainian language books. Bunyaner called for a motion to approve

BOARD REPORTS-

Facilities- Bakos said that no recent leaks have been found in the Library, and that she has not heard of any in other Departments. Boyd reported that she has been attempting to get through to the County for street sign follow up.

Marketing- The Board members read the Marketing and thanked Dori Dowling for preparing it. Bakos noted that the report has a 68% open rate.

STRATEGIC PLAN- The first draft of the 2023-2025 Strategic Plan submitted by Library Crossroads LLC was examined and discussed. Bunyaner will submit the Board's comments and requests and questions to the consultants.

Open House- Board members reported that a steady stream of patrons enjoyed the activities at Open House, with crafts in the Creative space being very popular, as were the giveaways and sweet treats. Displays featured the soon to come Library of Things and Museum Pass programs were popular and several new cards were issued. O'Halloran expressed the Board's thanks to the staff for their participation.

CITIZEN HEARING –None

DIRECTOR'S REPORT- Bakos reviewed the statistics, and said that the collection is being seriously weeded.

LIAISON'S REPORTS- None

OLD BUSINESS: Donor Recognition (discussed previously – no decision) The recognition of gifts to the Library was discussed. After discussion all agreed that the current practice of acknowledging gifts with written thank you letters will be continued.

Bakos asked that section D of the BERKELEY HEIGHTS LIBRARY MEMBERSHIP policy be removed in preparation for joining a consortium. Bunyaner made a motion to remove section D from the membership policy. Boyd seconded the motion and all agreed.

EXECUTIVE SESSION – No session needed

ADJOURNMENT- There being no further business the meeting was adjourned at 8:37 PM