

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

November 13, 2023

Prepared: November 17, 2023

Approved: as corrected December 11, 2023

This meeting was contained in 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.

Roll Call: The meeting was called to order by Sheila Buthe at 7:15 PM.

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

ABSENT: None

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

Buthe announced that the agenda item 5.D Interim Director, will be discussed under Executive Session - Personnel.

SECRETARY'S REPORT –

O'Halloran and Nessenson asked that under BOARD REPORTS – Facilities, the first line be revised to read “Bakos said that there are no recent leaks in the Library and that she has not been aware of any in other Departments.” Nessenson asked that the second line of the Treasurer's Report be corrected to \$75,000 received from the Town. Nessenson asked that the date for the list of approved meetings be corrected to “December 12, 2022”. Buthe called for a motion to approve the corrected Minutes of October 9, 2023. Nessenson so moved, Boyd seconded the motion and it passed with Hall, Buthe and Azalone abstaining.

TREASURER'S REPORT –

The Bill List was examined. Buthe called for a motion to approve the Bill List and Financial Worksheet. Boyd so moved, Bunyaner seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS –

Facilities- Bakos reported that Library Interiors has replaced some of the inside shelves the shelf units in the Children's Room.

Marketing- Hall reported that he learned from Township Business Administrator Liza Viana that the Township is in the process of hiring a PR firm and asked if the Library would be interested in working with them in some way. After discussion, Hall said that he would gather more information about the planned service for future discussion. A list of how and where the Library advertises will be prepared. Boyd reported that the County was contacted about replacing the Library street signs with the 8 new signs that were ordered.

Strategic Plan- Buthe reported that the new draft of the 2023-2025 Strategic Plan is due and anticipated to arrive tomorrow and that she will send it out to the Board members when it arrives.

CITIZEN HEARING – None

DIRECTOR'S REPORT – Bakos reported that two revisions have been made to the Museum Pass Policy. Borrowers will be allowed passes for one destination at a time, and there is a notification that it is borrower's responsibility to contact the individual venues for specific information. The tech company is working on installing the software for this program. Buthe called for a motion to approve the Museum Pass Policy revisions. Nessenson so moved, Boyd seconded the motion, and all approved.

1/3 mil Per Capita state aid payment went up to \$7,313. Bakos noted that full funding the figure would have been over \$16,000. Bakos also called attention to the latest NJLA Salary Guide.

LIAISON'S REPORTS – Azalone reported that Sai Bhargavi Akiri and Nastasha Joly have been elected to the Board of Education. Kevin Mora is the new Director of Special Education, Alyssa Rush is the Supervisor of Special Education, and Anthony Juskiewicz is the new District Administrator of School Business. There is also a new District website and CMS has a new counseling site.

Hall reported that it has been determined that the contract with EPIC is still open and the Township has given notice that EPIC must take care of the existing problems related to construction.

OLD BUSINESS –

A. Museum Pass Policy- revision (see Director's Report)

NEW BUSINESS – Draft Audit (if ready)- Bakos asked if the Board would prefer to wait until December to vote on the draft Audit prepared by Suplee, Clooney & Company.

Nessenson said she has already come up with her own preliminary numbers, which are very similar to the audit numbers, and that she is confident that the audit numbers are correct. Bakos will ask the auditor for the final copy tomorrow.

The Library's Policy on Photography and Recording was discussed. Bunyaner remarked that the policy is a good one, and noted that it has not been posted on the website. Bakos said that the Rules of Conduct had been reviewed, but not changed.

Boyd noticed that the copy of the Policy on Photography and Recording handed out for review did not seem to be the adopted version. Boyd said she would contact Kristen at Wiley, Malehorn, Sirota & Raynes and ask for the adopted version.

Bakos said that two policemen visited the Library today to review the use of emergency alarm buttons and call options with the staff. Bakos described a recent incident of filming in the Library by two individuals who have recently filmed in several public libraries.

Executive Session- Personnel - Buthe began to read "A Resolution Pursuant to N.J.S.A. 10:4-12 Moving The Public Meeting Into Executive Session.

Bakos interrupted to remind the Board to look at the audit so that an official copy can be requested, and to return the signed contracts to her. At this point, the Board members thanked Bakos, who will retire at the end of the month, for her many years of service and presented her with a plaque. Bakos left the meeting at this point.

Buthe read "A Resolution Pursuant to N.J.S.A. 10:4-12 Moving The Public Meeting Into Executive Session. Buthe called for a motion to approve moving into Executive Session Bunyaner so moved, Nessenson seconded the motion and it passed unanimously at 8:08 pm.

Buthe called for a motion to exit Executive Session. Bunyaner made a motion to exit Executive Session, Hall seconded the motion and it passed unanimously. The session ended at 8:33 pm. Buthe reported that no action was taken.

Nessenson made a motion to appoint Amy Steinbauer as Director at an annual salary of \$105,000 effective January 15, 2024. Hall seconded the motion and it passed unanimously.

Hall made a motion to contract with Library Cross Roads to hire Phil Israel as Interim Director from November 21, 2023 through January 25, 2024 for up to 21 hours per week at a rate of \$70.00 dollars per hour. Bunyaner seconded the motion and all agreed.

ADJOURNMENT – Hall made a motion to adjourn. Bunyaner seconded the motion and all agreed. There being no further business the meeting was adjourned at 8:27 PM