

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
2024 REORGANIZATION MEETING – January 8, 2024

Prepared: January 10, 2024

Approved: as amended February 12, 2024

In accordance with the Open Public Meetings Act, this meeting was advertised by legal notices in the Star Ledger and Courier News. Notice was also posted at Town Hall, BHPL Website and sent to TAPinto BH at least 48 hours in advance. This meeting was included in a list of meetings approved December 11, 2023.

ROLL CALL: The meeting was called to order by Ann Bunyaner at 7:13 PM.

PRESENT: Ann Bunyaner, Diane O'Halloran, Donna Boyd, Linda Nessenson, Superintendent's Alternate Diane Azalone, and Mary Jean Barnes.

ABSENT: Kevin Hall

ALSO PRESENT: Phil Israel, Interim Director; Laura Fuhro, Assistant Director.

INTRODUCTION OF BOARD MEMBERS: Mary Jean Barnes was sworn in as a Trustee of the Free Public Library of Berkeley Heights with the Oath of Office administered by Bunyaner.

ELECTION OF OFFICERS: Bunyaner made a motion that the offices rotate up with Bunyaner as President, O'Halloran as Vice President, Nessenson as Treasurer, and Boyd as Secretary. Nessenson seconded the motion and it passed unanimously.

SELECTION OF MUF DELEGATE: Following the rotation of offices, Barnes was selected as The Morris Union Federation of Libraries (MUF) Delegate.

SELECTION OF STANDING COMMITTEES

Board members chose to serve on the Standing Committees as listed:

Facility – Diane O'Halloran

Personnel- Ann Bunyaner

Finance- Linda Nessenson

By-Laws- Donna Boyd

Technology- Linda Nessenson and Mary Jean Barnes

Marketing- Donna Boyd and Mary Jean Barnes

Foundation- Diane O'Halloran and Mary Jean Barnes

Bunyaner made a motion to accept the Standing Committee selections. Nessenson seconded the motion and all approved.

SELECTION OF OFFICIAL NEWSPAPERS: Courier News and Star Ledger – Bunyaner moved to approve the Courier News and Star Ledger as the official newspapers. Nessenson seconded the motion and it was approved unanimously.

DESIGNATE OFFICIAL BANK ACCOUNTS: Nessenson made a motion to designate Citizens Bank for the Library's operating account, video escrow account, lost book escrow account and the capital account. Nessenson seconded the motion and it passed unanimously.

REAPPOINTMENT OF Suplee Clooney (Accountant) and Kristin Hayes of Wiley Malehorn Sirota & Raynes (Attorney): The reappointment of attorney Kristin Hayes of Wiley, Malehorn, Sirota & Raynes and of auditor Suplee Clooney were approved unanimously following a motion by Bunyaner and seconded by Nessenson.

SECRETARY'S REPORT: Minutes corrections to the December 11, 2023 O'Halloran asked that a redundant "the" be removed from the first line of the second paragraph under Treasurer's Report, and a repetition of the phrase "this feature" be removed from the third line of Citizen's Hearing. Bunyaner made a motion to accept the report as corrected. Nessenson seconded the motion and it passed with Barnes and O'Halloran abstaining.

TREASURER'S REPORT:

Nessenson questioned an amount of \$76,000 listed under Miscellaneous on the Town's Financial Worksheet, where \$75,000 was the expected amount, and asked if there had been a donation of \$1,000. Israel said that he would find out. Nessenson also noted that Citizen's Bank should replace Investors Bank on the Financial Worksheet. Israel asked if the unspent funds would be taken back by the Town. Nessenson said that is not allowed to happen. Nessenson remarked that on the Bill List the check memo for a Suplee Clooney report is dated for 2021, and should be corrected to 2022. Bunyaner called for a motion to approve the Treasurer's Report O'Halloran so moved. Nessenson seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

Fran and Ned Voss - \$1,000 donation

Frank and Carol Bolden \$500 donation

Bunyaner thanked the Voss and the Bolden families for their contributions. Acknowledgements were sent by Israel.

BOARD REPORTS:

Facilities - Bunyaner reported that during the last storm water once again leaked into the corner next to the windows of the Children's Room where it had leaked before.

Marketing - Nessenson thanked Dori Dowling for her monthly Marketing Report. Israel reported that the Library of Things exhibit has been set up adjacent to the A-V section for public access. The planned open house for the Library of Things, was unattended due to bad weather that led to an early closing. Bunyaner reported that Amy Steinbauer has visited the library, and will assume her role of Director on January 15.

CITIZEN HEARING (Name and address) No citizens present

DIRECTOR'S REPORT:

Circulation - December and Annual- (see below)

Library of Things - Israel reported that items from the Library of Things are ready to circulate, but have not yet been posted on the website.

Museum Pass - Israel reported that the On Line Museum Pass program went active today, and that the coin box has been restored to working condition after a two month effort by Head of Circulation, Ann-Marie Sieczka, who coordinated input from the ILS service, the technology company and the coin box company to arrive at a solution and carried out the repair.

Israel noted that in the past the Library paid to have the Zoom account upgraded. The old account has now been cancelled and transferred to the State Library which provides free ZOOM accounts to public libraries.

Israel reported that the Governor has declared a State of Emergency for 5pm tomorrow, due to a predicted storm. Nessenson said that when the Township is not present, the Director should inform the Board President before taking action to close unless a board member cannot be reached, in which case the Director should close. When the Township is present, closings will be determined by the Township.

Circulation - December and Annual – Israel reviewed the 2023 Annual Statistics noting that adult Audio-Visual circulation has decreased and all other categories have gone up with a total increase of 10.05 %. The total circulation has risen by 10,918 items. The existing Juvenile and Adult AUDIO-VISUAL collections have satisfied borrower demand with minimal additions.

LIAISON REPORTS - Azalone reported that Superintendent of Schools, Dr. Melissa Varley, intends to resign in June or sooner. At the January School Board elections, no president or vice president was elected, due to a tie vote. The board has up to 60 days to hold another election. The next meeting will be on January 18, 2024 when the 24-25 school year calendar will be presented.

OLD BUSINESS:

Review of 2022 Audit - Nessenson commented that the 2022 Audit is the same as the draft, seen earlier.

Bunyaner made a motion to accept the 2022 Audit as prepared by Suplee Clooney auditors. Nessenson seconded the motion and it passed unanimously.

Installation of directional signs - The signs have not yet been installed.

NEW BUSINESS: Bunyaner said that she would like to set up some board training as offered by Non Profit Direct and support was expressed by all present. Bunyaner suggested contacting Library Crossroads. Mary Jean Barnes suggested Nonprofit Direct.

EXECUTIVE SESSION (as necessary): No session needed.

ADJOURNMENT: There being no further business Bunyaner made a motion to adjourn. Nessenson seconded the motion and all agreed. The meeting adjourned at 8:14 pm.