

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
April 8, 2024 Regular Meeting Minutes

Prepared: April 11, 2024

Approved as corrected: July 8, 2024

This was contained in a list of meetings approved on December 11, 2023. 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 7:00 PM.

ROLL CALL: Ann Bunyaner, Mary Jean Barnes, Linda Nessenson, Diane O'Halloran,
Absent: Donna Boyd, Superintendent's Alternate Diane Azalone Mayor's Alternate Chris Reilly

ALSO PRESENT: Amy Steinbauer, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT: Bunyaner asked that the first sentence of the March Marketing Report be corrected to "Boyd reported that the Marketing Committee met and Board members were invited to send any thoughts on marketing to the committee." O'Halloran noted that under NEW BUSINESS, Kristin Hayes' name was misspelled and should be corrected. Bunyaner called for a motion to accept the April 11, 2024 Minutes as corrected. Nessenson so moved. Barnes seconded the motion and it passed unanimously.

TREASURER'S REPORT: Steinbauer asked about the Citizen's Bank Video Escrow account that holds unclaimed \$10 deposits made by borrowers who did not respond to requests to claim or donate the deposits when the practice was terminated. Steinbauer this money should be returned to the State. Bunyaner suggested that the lawyers and the accountants be consulted. Steinbauer noted that the Lost Book Account holds more money than is needed for possible refunds, and asked about the mechanism for moving money out of the account. Nessenson suggested that she contact the accountant.

Steinbauer reviewed the Bill list reporting expenditures related to staff training, upgrading museum passes and expanded programming. Nessenson noted that neither the 1st quarter allowance nor the unspent balance from 2023 have been received.

In response to a query by Barnes, Nessenson outlined the 1/3 mil state Library funding that goes to the Town and is used for paying Library salaries and wages, with the balance being returned to the Library quarterly. Nessenson noted that the check for the 3 year renewal of the Creative Bug internet subscription was written for \$800, but should be \$880. Bunyaner made a motion to approve the Financial Worksheet for March 2024. O'Halloran seconded the motion and it passed unanimously. Bunyaner made a motion to approve the Bill List as amended with an additional \$80, for a total of \$44,817.84. O'Halloran seconded the motion and all agreed. Bunyaner made a motion to void check #9742. Nessenson seconded the motion and all approved.

CORRESPONDENCE AND GIFTS: None

BOARD REPORTS:

Bunyaner read the new "Goals for Director" as developed by the Personnel Committee and discussed with Steinbauer. Bunyaner reported that the Personnel Committee is continuing to work on an evaluation process for the Director.

O'Halloran reported that she spoke with the Nickerson furniture company about the chairs with broken legs. He said that the company is planning to install replacement metal legs on all of the chairs from that line, with no cost to the Library regardless of warranty date. O'Halloran will ask Nickerson to co-ordinate the replacement plans with Steinbauer.

Nessenson said that she would like to have an online place for the Board to store and access key information for future referral. Suggestions for formats and content were brainstormed.

O'Halloran reported that she and Steinbauer met with Foundation member Jack Larson and discussed the possibility of replacing the Foundation with a Friends group. Barnes said that she would connect with Mr. Larson to discuss setting up a website and publicizing the effort with the goal of getting the project underway before the end of National Library Month. Another meeting will take place at the end of the month.

CITIZEN'S HEARING: (Name and address) No citizens present

DIRECTOR'S REPORT: Steinbauer reported that Dowling's marketing report publicized the 18 new programs added to the monthly calendar. These programs were also sent to the Township Newsletter and the senior's robo-call message system. A haiku contest is under way and was entered by several people who were rewarded with eclipse glasses. Steinbauer reported that the new resident page on the Town's website now has a link to the Library, and that in the past month she has visited four more local libraries, arranged to collaborate with Recreation for outdoor story programs, completed the State Report and the Budget, and has worked on the collection, layout, staff reviews and the website. She has also set up a staff training day, and worked on professional development training.

Steinbauer reported that rain leaked in above in the Children's Room windows last week and the large screen monitor was removed from the area of workroom wall that had been the site of an earlier leak. Staff member Jodi Gambino installed window size decals that spell "LIBRARY" in the Children's Room windows. Upgrades to the website are being considered and Friday matinee movie programs will be returning.

Steinbauer worked with Ann Marie Sieczka to develop a format for hiring interviews for Circulation staff. Twelve applicants were interviewed and four part timers were hired. One part timer will be assigned to evenings and weekends in the Children's Dept. A new series of craft programs for both children and adults has begun and is doing well. Children's programming is being revamped and storytime training for staff is also being planned. In addition, Teen librarian, Rachel Talbert attended the Literature Luncheon at CMS and the Teen Council worked on a Library craft a book club activity, and Teen Volunteer training.

Steinbauer added that she spoke to the cleaner and gave him her contact information to give to his boss, but has not yet heard from him.

LIAISONS REPORTS: No Liaison present

OLD BUSINESS: Steinbauer asked that the New Director event be delayed. Amy also reported that a new category showing "traffic" was added to the Monthly Statistics.

NEW BUSINESS: Barnes reported that she has completed 7 hours of New Trustee Orientation. (Bunyaner noted that she also had previously completed 7 training hours and the required minimum of 7 hours of training per board per year has been fulfilled.

Budget- Operating Budget

Steinbauer said the Book budget will remain at \$125,000 so that the Collection can be updated and the proposed maintenance budget is up. The reimagining of the library will include a new area for Reference closer to the front of the Library, with the Teen Librarian moving to the former Reference space,

Nessenson responded to several questions from Barnes, on wages and salaries and the technicalities of budget preparation, noting that the budget can only be amended in November.

Executive Session – Executive Session was entered into at 9 pm to discuss Salaries/Personnel after Bunyaner read A Resolution Pursuant to N.J.S.A. 10:4-12 Moving The Public Meeting Into Executive Session and all agreed. Bunyaner moved to exit the session, Nessenson seconded and all agreed. The board came out of Executive Session at 9:40 pm after Bunyaner moved to exit the session, Nessenson seconded and all agreed. Bunyaner reported that proposed salaries and wages for 2024 for staff were discussed and no action was taken.

Bunyaner made a motion to approve a 5% increase in salary for staff and a raise of \$7213.90 for Ann Marie Siczka. Barnes seconded the motion and it passed unanimously. Barnes seconded the motion and it passed unanimously.

ADJOURNMENT: There being no further business, Bunyaner made a motion to adjourn. Nessenson seconded the motion and all agreed. The meeting was adjourned at 9:41 pm.