

**BOARD OF TRUSTEES Free Public Library of Berkeley Heights  
June 10, 2024 Regular Meeting Minutes**

Prepared: July 2, 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 7:08 PM.

ROLL CALL: Ann Bunyaner, Mary Jean Barnes, Diane O'Halloran, Donna Boyd by telephone, Mayor's Alternate Chris Reilly

Absent: Linda Nessenson, Superintendent's Alternate Diane Azalone,

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

SECRETARY'S REPORT: Boyd asked for a correction to the May Minutes saying she did not second the motion to postpone approval of the April Minutes. Bunyaner said Nessenson had seconded the motion. Bunyaner asked if the Library's support of the Rotary's pancake breakfast mentioned in the Director's Report referred to the fee paid for advertising the library at that event. Steinbauer said it did. Bunyaner then said that the text of the March 11, 2024 Executive Session Draft Minutes should be located under OLD BUSINESS. Bunyaner made a motion to approve the Secretary's Report for May 13, 2024 as corrected. Barnes seconded the motion and all agreed.

TREASURER'S REPORT: Reilly asked if specific information for individual bills could be listed in the Bill List. Bunyaner said that individual bills are included in the bills packet available to all trustees. Steinbauer added that she has allocated budget pockets to the various departments and will be changing them in the future. O'Halloran noted that there were two bill lists with different amounts and that \$45,711.91 is the correct amount on the revised bill list. There were two checks for AKA Inc., one for \$7.77 and one for \$182.00. Steinbauer noted that the rise in OverDrive expenses included training for a reference librarian who is now doing all the OverDrive purchasing. Bunyaner noted that the Audit Trail from the Town should be ready for the next Board meeting. Bunyaner made a motion to accept the Financial Worksheet for May. Reilly seconded the motion and all agreed. Bunyaner made a motion to accept the Bills List for \$45,7011.91. O'Halloran seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS: None

BOARD REPORTS: Barnes reported that the Pro Bono Partnership has agreed to provide free legal services to aid in the effort to restart the Foundation and turn it into a Friends group. The Partnership will help to get the group reinstated with the IRS and to amend the by-laws. The filings with the State will also be brought up to date so that a new fundraising group can be officially formed.

Marketing - O'Halloran noted that a marketing brochure and a website update are planned. Steinbauer suggested that a blurb about joining the Friends be included in the next Library Newsletter.

Steinbauer reported that she spoke to a member of Direct Development, the software development and marketing company that has been recommended by Town Hall. The company provides packages that can include website design and maintenance, marketing, social media, calendars, and printed mailers for a fee starting at \$2,000 per month. Barnes suggested that a quote from a second source be solicited. Boyd suggested that any estimate for

website design be submitted separately, and not as part of a package. Barnes then suggested that she, Boyd and Steinbauer should work together on the proposal request.

Bunyaner reported that Nessenson asked about a P-card at Citizens Bank and learned that there is a Bank of America program through the State Library. The Bank of America program is only needed above a certain threshold. Bunyaner said that the State Library should be contacted about this.

Steinbauer reported that she met with Phillip Berg, Executive Director of MAIN, who offered to meet with the Board and Tech Committee in September. Bunyaner suggested that costs for current services be prepared for comparison with the service costs and services offered for joining MAIN. Steinbauer added that MAIN will be converting to I.L.S, Information Library Systems.

CITIZEN HEARING: No citizens present.

DIRECTOR'S REPORT: Steinbauer reported that she attended the Marketing Conference at the NJLA Conference, and a program on expanding Museum Pass programs with discount offerings from hotels and attractions for weekend getaways supplemented by binoculars from the Library of Things. She also attended a program on hiring practices such as calling on actual substitutes for fulltime staff members, and did a "lightning" presentation on difficult conversations with the staff. Steinbauer also trained the Library staff in story time techniques, has a Circulation Staff meeting scheduled for July and a staff review process is set for next month. A Library Tee Shirt design contest was won by Jean Feely with the shirts being worn by staff at programs. Programs included quiet study sessions for teens, a children's Book Week scavenger hunt, five AAPI programs and a bubble tea event for 33 attendees in May.

The cleaners' schedule has been upgraded to five days per week with vacuuming. Door counters have been installed. Lobby noise and cooking aromas continue to be a nuisance. The Non-Fiction collection is being weeded. Staff members participated in the school Literary Lunches, and Siczka attended the Senior Affairs Committee meeting in place of Steinbauer. She has also taken over the Teen Volunteers program. Staff members will be presenting Teen and Tween programming. The collection of Children's VOX books is being expanded and the Library of Things circ. Continues to rise.

Bunyaner commented that the Summer Kickoff event was "superb" with hundreds of people in attendance. Steinbauer credited the marketing that was posted on social media, especially Face Book, TapInto, a blast by the Administrator, a message on the LED board, the Rec. newsletter, the schools, and postings in businesses. The outdoor Foam party, the free ice cream, and indoor programming attracted over 400 happy participants. On the following day, Steinbauer and Bunyaner represented the Library at the Town Block Party where they received positive feedback.

O'Halloran asked about additions to the Museum Passes and Library of Things. Steinbauer said the Morris Museum was added and more toys are being added for the under 6 children as well as games for older children.

LIAISON'S REPORT: Mayor's Alternate, Chris Reilly read an email from Attorney Matt Jessup addressed to the Mayor and Lisa, informing them that the law firm had communicated with EPIC, recommending a Zoom meeting for the following week "with the Township's construction professionals with the express goal of engaging the necessary contractors to complete the construction/repair of the municipal complex" and that "the meeting would only be in the furtherance of getting the building finally finished inside and out as recommended by the Township' professionals".

Reilly added that the time frame for repairs is unknown and that the Mayor is concerned that we have been dealing with this problem for over three years and that bigger problems could develop.

OLD BUSINESS: Having consulted with the Library's auditor and lawyer, Bunyaner read a Resolution to close the Video and Lost Book escrow accounts (attached). Barnes so moved, Bunyaner seconded the motion and all approved.

Fines Policy – Bunyaner made a motion to approve the amended and revised Fine Free policy which will remove the fines from new books and new DVD's. Barnes seconded the motion and it passed unanimously.

**NEW BUSINESS:**

Steinbauer said that the staff recommends that the Library close at 5pm on Tuesday, July 16 for the Mount Carmel Celebration. Bunyaner so moved; O'Halloran seconded the motion and all agreed.

Steinbauer recommended that the Library close on Friday July 5. Boyd so moved, Bunyaner seconded the motion, and it passed unanimously. Barnes asked about summer board meetings. Bunyaner replied that the meetings can be attended in person or by phone. Steinbauer added that Zoom attendance can also be set up.

**EXECUTIVE SESSION:** No session needed.

**ADJOURNMENT:** There being no further business, Bunyaner made a motion that the meeting adjourn at 8:55 PM and all agreed