

Free Public Library of Berkeley Heights Board of
Trustees July 8, 2024 Regular Meeting

1. Roll Call

BHPL Board President Ann Bunyaner called the meeting to order at 7:12pm. Bunyaner read the following statement: '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.'

Roll Call:

Board members present, in person: Mary Jean Barnes, Donna Boyd, Linda Nessenson, and Diane O'Halloran

Board member present, via telephone: Ann Bunyaner

Board members absent: BH Mayor's Alternate Chris Reilly and BH Superintendent of Schools

Also present, in person: BHPL Director Amy Steinbauer and BHPL Assistant Director Laura Fuhro

2. Secretary's Report

Bunyaner made a motion to permit Boyd to prepare the July meeting minutes, as Laura Fuhro is retiring as of August 1, 2024. Nessenson seconded the motion, and the motion was approved unanimously. Bunyaner thanked Laura Fuhro for her many years of preparing the meeting minutes.

Bunyaner motioned to approve the proposed June 10, 2024 draft Board Meeting Minutes as corrected, which was seconded by Barnes. The motion passed with Nessenson abstaining.

Nessenson motioned to approve the proposed April 8, 2024 draft Board Executive Session Meeting Minutes. Bunyaner seconded the motion. The motion passed with Boyd abstaining.

Barnes motioned to approve the proposed April 8, 2024 draft Board Regular Meeting Minutes, as corrected. Nessenson seconded the motion. The motion passed with Boyd abstaining.

3. Treasurer's Report

Steinbauer reported that the cost for Vertilocity to move the reference desk and self-checkout was somewhat higher than anticipated. Steinbauer inquired about the process and parameters for approving expenses that are outside of the regular daily/monthly operating expenditures. After discussion with the Board, it was agreed that those expenditures will be discussed with the relevant Board committee and/or the Board President for review.

Steinbauer reported that more funds have been allocated for downloadable materials; as a result, patrons' wait-times for holds are decreasing.

Nessenson advised she will contact Citizens Bank to take the final steps needed for closure of the Video and Lost Book Escrow Accounts. The BH Township paid the 2023 balance due to the BHPL. Nessenson will follow up for payment of three 2024 quarterly stipends.

Bunyaner moved to approve the June Financial Worksheet. Nessenson seconded the motion which was approved unanimously.

Nessenson moved to approve the bills list as amended in the amount of \$35,738.49, seconded by Bunyaner. All approved the motion.

4. Correspondence and Gifts

Steinbauer advised that the BHPL received a donation from the BH Women's Club in the amount of \$300. Bunyaner expressed the Board's appreciation for the donation.

5. Board Reports

Bunyaner and Barnes attended a virtual trustee program about Sanctuary Libraries. They will draft a proposal for a possible Sanctuary Library program at the BHPL.

Marketing: Barnes reported that Boyd and Barnes have met with different vendors regarding updating the website.

Personnel: Bunyaner advised that the committee met with the director for an interim evaluation.

Technology: Nessenson reported that she and Barnes have formed a sub-committee with BHPL staff regarding joining a consortium. Steinbauer will look into grants.

Foundation: Barnes reported that a call for volunteers in the BHPL newsletter resulted in a number of patrons expressing interest in the Foundation.

Facilities: Steinbauer will contact the BH Township for up-dates on any plans to fix construction issues impacting the BHPL facilities.

6. Citizen's Hearing (Name and Address)

No citizens were present.

7. Director' Report

Steinbauer reviewed the monthly Marketing Report. Steinbauer also reported that a significant number of patrons are participating in the summer reading program. The BHPL had a great number of patrons using the facility in June. Summer youth programs have been well-attended. Activities are planned for Laura Fuhro's retirement. A puzzle swap was held. The BHPL mascot is a hippo. Steinbauer is preparing ads for the Assistant Director and Youth Services Librarian positions. Volunteer training is underway, as well as plans for the BHPL anniversary celebration to be held in September.

8. Liaison's Report

No liaisons were present.

9. Old Business

Money paid from town: See above Treasurer's Report.

Service bill from Vertilocity to move reference desk and self-checkout: See above Treasurer's Report.

10. New Business

Closure of Library in August/September to rearrange books: Steinbauer reported that she is looking at dates to reconfigure the non-fiction and fiction collections. Steinbauer will contact a moving company to obtain an estimate for this project.

11. Executive Session

No session needed.

12. Adjournment

Prior to adjourning the meeting, Board members expressed sincere good wishes and congratulations to Laura Fuhro on her retirement on August 1, 2024, noting her many years of dedication to the BHPL and service to the Berkeley Heights community.

There being no further business, Bunyaner moved to adjourn the meeting at 9:03pm, seconded by Nessenson, and all agreed.

Minutes Prepared: July 9, 2024

Approved: August 12, 2024