

**Berkeley Heights Public Library (BHPL)**  
**Board of Trustees Meeting**  
**In-Person, Zoom**  
**August 12, 2024**

**1. Roll Call:**

BHPL Board President Ann Bunyaner called the meeting to order at 7:05 pm. 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."

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

Board members present, via Zoom: Ann Bunyaner, BH Mayor's Alternate Chris Reilly

Board members absent: Donna Boyd, BH Superintendent of Schools rep [*position vacant*]

Also present, in person: BHPL Director Amy Steinbauer

**2. Secretary's Report**

In Boyd's absence, it was agreed that Barnes would take the Minutes of the meeting.

MOTION: The July 8, 2024 draft Minutes were moved for approval by Nessenson, seconded by O'Halloran and approved.

**3. Treasurer's Report**

In discussion of the Financial Worksheet, Nessenson pointed out that we have not yet received monies from Township.

*Action item*: Steinbauer will check with the Town in the upcoming week about the funds. The Financial Worksheet still says "Investors Bank Savings". It should say "Citizens Bank".

*Action item*: Steinbauer to have the report updated to correct the bank name. Steinbauer reported that she tried to cash a petty cash check, and the bank would not cash it.

*Action item*: Steinbauer will work with Nessenson to figure out best way to cash that \$100 check, and they will work with the Town's new CFO to find out why this is happening at all.

Steinbauer further reported that Jodi keeps track of petty cash at the front desk, and those funds are included in the sums reported on the Financial Worksheet.

MOTION: The July 2024 Financial Worksheet was moved for approval by Bunyaner, seconded by Nessenson and approved.

In discussion of the monthly Bills list, Steinbauer reported that she asked Boyd and O'Halloran to sign the check for Accu Cut (in the amount of \$2,945) prior to the Board meeting because the backordered supplies came into stock and she wanted to move fast to make sure the items were purchased.

Steinbauer further explained that there are several Museum passes on the Bills list because they are expiring and need to be renewed.

Reilly inquired about the reason for the Wiley Malehorn Sirota & Raynes charge for attorneys' fees.

Bunyaner explained that the expense related to time spent responding to questions about best practices involving performance evaluation and Minutes.

MOTION: The July 2024 Bills list was moved for approval by Bunyaner, seconded by Nessenson and approved.

MOTION: Bunyaner moved to void checks 9876, 9875, 9894, and 9886, seconded by Nessenson and approved.

*Action items*: Steinbauer will confirm the reason for the negative balance under Professional (\$8,619.02), and she will ask Jodi what "Building Maint" (\$2708) is for and if that is the correct category.

#### **4. Correspondence and Gifts**

None reported.

#### **5. Board Reports**

*Technology / Consortium*: Nessenson reported that she and Barnes met with the Director of Mountainside Library and discussed their experience in joining MAIN. Mountainside said they chose MAIN for 2 reasons: they felt the communities and content that were already with MAIN were more in line with their community in terms of socioeconomic status and number of items, and second, they strongly felt Berkeley Heights would go with MAIN because New Providence and Long Hill went with MAIN. The Mountainside felt it was important to align with BHPL because Mountainside students attend high school in Berkeley Heights. They felt that LMXC was more restrictive, while MAIN provided a structure but allowed some flexibility. Further they felt that technology services were better with MAIN. Example, staff could look to MAIN staff to help make decisions with regard to hardware and tech equipment purchases. The training was not exactly on point for Mountainside, so there were some bumps. They physical space needs was minimal. The biggest delivery they ever got was 8 crates or 80 items. MAIN uses the same delivery service as MUF and ILL. The Mountainside Director said patrons love being part of MAIN b/c they have access to many more items, and she also pointed out that MAIN provides an information-sharing process with other MAIN members, which is helpful for a small library.

Steinbauer also said she's heard that MAIN has a robust professional development network. Steinbauer added that she met with Stacey Maisch, New Providence's Library Director, and Stacey gave her the grant application that they used last year to obtain a grant to fund the costs of joining MAIN, which covered all costs.

*Action item*: Steinbauer will review the application form provided by New Providence, to see what information is needed for BHPL to make a similar funding request.

The Technology Committee has a meeting set up for September 6 with Phillip Berg, Executive Director of MAIN, to discuss transition process and costs.

*Personnel:* This Committee met and looked at job descriptions. [Further discussion of this topic occurred later in the Agenda.]

*Facilities:*

New chairs for the children's room are in. The installer is supposed to reach out to Steinbauer to schedule delivery.

In a status update on the roof leakage situation, Steinbauer explained that with the rain last week, there are still leaks in the children's room, by the windows. Steinbauer sent an email about the situation to the Town Administrator and the Mayor (with a copy to Bunyaner), along with photos. The Mayor acknowledged receipt of the email and said she forwarded it to the lawyers. Reilly recommended that the Board be copied on future communications involving the roof. Nessenson suggested adding Bunyaner and Reilly, instead of the full Board.

*Action item:* Steinbauer to copy Bunyaner and Reilly on any future communication with the Town about the leakage situation.

*Foundation / Friends:* O'Halloran reported the Foundation has a few new volunteers and are still looking for a Treasurer. She further stated that she and one of the new volunteers are working on marketing, including an update to the Foundation / Friends page on the BHPL website, the creation of a trifold brochure and a new flyer. There is another meeting scheduled next week, on August 19 at 7 pm.

## **6. Citizen Hearing**

No citizens were present.

## **7. Director's Report**

Steinbauer has posted the Youth Services job.

She further reported that on September 21, BHPL will have a birthday party. The event will include a talk with a person who worked at Bell Labs, a performance by the Cover Girls, a presentation by Steinbauer about libraries through the years, a story time, drop-in crafts, and an art competition for teens with the submitted art displayed in the library. Steinbauer has been looking for BHPL artifacts and patrons are being asked to share their memories. The winner of the hippo mascot naming contest will be announced at the party; there are 108 participants so far. Another birthday party planning meeting is scheduled for next week.

Regarding the Mayor's Wellness Committee, Steinbauer joined a subcommittee, and she is helping with a November 16 event to support health and wellness in the Town. Steinbauer would like for BHPL to be included in that event.

Regarding the Mayor's Wellness Book Club, Steinbauer arranged for the author of *New Happy* to Zoom into the discussion on September 12.

Steinbauer explained that she is looking to expand the Children's programming, such as craft in the afternoon, wacky program called Toddler Exploration, and additional story time and afterschool activities.

There will be a break from programming the last week of August.

Steinbauer reported that Laura is actually retired. She is going through her files and found some interesting things, like a booklet from the 60's.

The new kiosk for Library of Things and Museum Passes is up near the entrance. The self-checkout station was also moved; people seem to be using it more already.

Steinbauer said she is encouraging staff to get involved in Back-to-School nights.

The book return bin was also moved. The Reference desk is scheduled to be moved tomorrow. All of these changes are being done in an effort to revitalize the entrance area.

There is a new couch in the break room.

Staff are heavily weeding in the Adult Dept. The book move will not happen before Labor Day / back-to-school.

Children's / Teens programming is popular. Steinbauer purchased some new activity items for the children's space and will be adding a play kitchen. There are a lot of volunteers this summer, which can be unwieldy at times.

Steinbauer reported that a lot of people are completing the exit surveys. Flower arranging and jewelry making are popular suggestions.

Jean Feely resigned.

Steinbauer discussed the Marketing Report. She pointed out that BHPL switched to a new calendar format, with more white space. She also said they are doing more specialty emailing.

## **8. Liaison's Report**

Reilly again asked to be included in any communication about the leakage problem. She mentioned that she's already had a conversation with the Mayor about the situation.

## **9. Old Business**

Steinbauer confirmed that the wires were moved to accommodate updates to the floor plan.

## **10. New Business**

- a. **Policy for therapy dogs at programs:** Amy reported that currently, a dog comes in once per month. Kids read to it, and the dog performs some tricks. Other patrons have expressed the desire to bring in their own dogs.

*Action item:* Bunyaner will look into creating a policy about accepting therapy dogs for programs. Barnes mentioned that she previously worked for Creature Comfort Pet Therapy, and she will work with Ann on background / language.

**b. Assistant Director Job Description, Job Ads**

The Personnel Committee reported that the salary ranges for the open roles (Assistant Director and Youth Services Director) are based on guidelines from the New Jersey Library Association (NJLA).

MOTION: Bunyaner moved to approve a salary range of \$67,000 – 71,000 for the Youth Services Director, seconded by Reilly and approved.

MOTION: Bunyaner moved that the Personnel Committee shall review candidates for the position of Assistant Director and shall make recommendations to the Board, seconded by Nessenson and approved.

**11. Executive Session**

No session needed.

**12. Adjournment**

MOTION: There being no further business, Bunyaner moved to adjourn the meeting, seconded by Nessenson, and approved.