

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
January 25, 2023**

1. CALL TO ORDER

Library Director Rachel Burt called the meeting to order at 7:30 p.m.

2. SUNSHINE LAW REMINDER

In accordance with the requirements of the Open Public Meetings Law of 1975, notice of this meeting has been given in the annual meeting notice sent to the Bernardsville News, Whippany, NJ and the Courier News, Bridgewater, NJ, on December 7, 2022, filed with the Bernards Township municipal clerk, and posted on the library's and township's websites. The public may participate in this meeting only during the public portion, which takes place at the beginning and near the end of the meeting. Upon recognition by the President, the individual addressing the Board must give their name and address in an audible tone and will have 5 minutes to make their statement.

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3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Present: Janice Fields, Emily Johnston, Lori Kendis, Karen Kogut [Zoom], Barbara Madaio, MaryJane McNally [Zoom], Vivian Pagoulatos, Mitul Shah [Zoom], and Darek Smyk

Absent:

Also Present: Rachel Burt

5. REPORT OF NOMINATING COMMITTEE

Nominating Committee Chair Lori Kendis reviewed the following slate of officers first presented at the December 2022 meeting: President, Emily Johnston; Treasurer, Vivian Pagoulatos; and Secretary, Mary Jane McNally. With no

nominations from the floor, **MOTION 23-01** was made by Vivian Pagoulatos and seconded by Darek Smyk to accept the proposed slate. The motion passed unanimously.

6. REORGANIZATION

7. PUBLIC COMMENT

There was no public comment.

8. APPROVAL OF MINUTES

MOTION 23-02 was made by Lori Kendis and seconded by Vivian Pagoulatos to approve the minutes of the December 14, 2022 meeting as written. With Karen Kogut, Barbara Madaio, Mitul Shah, and Darek Smyk abstaining, the motion passed unanimously.

9. PRESIDENT'S REPORT

- Emily welcomed two new members to the Board: Barbara Madaio and Mitul Shah. Ms Madaio is completing Jane Zhang's term that ends in 2026, and Mr. Shah is completing Vyoma Anne's term that ends in 2024.
- Emily outlined the Board's committee structure and explained that before the next Board meeting, she will survey Board members regarding their preferred committee assignments.
- Work continues on the New Jersey Library Construction Grant project.
- Both the Library and The Friends are beginning to plan for the Library's Quasquicentennial celebration this May.

10. DIRECTOR'S REPORT

- Rachel reported that there have been no building issues since the last Board meeting. The Department of Public Works has been continuing to replace stained ceiling tiles.
- The Library's new front lawn sign was installed today.
- The annual New Jersey Public Library Statistical Report is due to the State Library in March. This report determines the Library's state aid allocation.
- Rachel provided more detail regarding the Library's Quasquicentennial plans. A small reception is planned for May 1, 2023 and a larger event for May 6, 2023.
- The Library will be participating in the Township's Charter Day, scheduled for Saturday, May 20, 2023.

11. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos
 - Vivian reviewed the structure of the budget and reported that budget development is proceeding routinely. As in previous years, the Library's 2023 budget lines will be populated in a few months.

- After its third member is appointed, the Finance Committee will meet before the next Board meeting.
 - The new design of the Committee's report will enable the Board as a whole to look at spending trends.
- B. Friends of the Library Liaison—
- Emily reported that the Friends' Fund Drive has brought in \$54,283.00.
 - The next Friends meeting will be Monday, February 6, 2023.
 - The Friends are planning their presence at Charter Day Saturday, May 20, 2023.
- C. Land and Building—Vivian Pagoulatos, Janice Fields
- Vivian reported that ongoing projects are proceeding as previously described.
 - The Committee has been meeting with Ryan Wallace, Director of Public Works, and Will Gaddish, Project Coordinator, greatly enhancing communication and facilitating project completion.
 - In conjunction with the Finance Committee, the Land and Building Committee will be working with the Falcon report to plan for long term needs.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally, Lori Kendis
No report
- F. Policies and Procedures—Karen Kogut
Karen reported that the Materials Selection policy will be the next one addressed.
- G. Technology—Karen Kogut
No report
- H. Township Committee Liaison—Janice Fields
Janice expressed her enthusiasm for serving as the Library's Township Committee Liaison and reminded Board members that she is always eager to share the Library's news at Township Committee meetings. The next Township Committee meeting is February 14, 2023.

12. OLD BUSINESS

There was no Old Business

13. NEW BUSINESS

- **MOTION 23-03** was made by Vivian Pagoulatos and seconded by Lori Kendis to adopt a resolution in compliance with the "Public Contracts Law and Regulations" confirming a contractual relationship with Baker & Taylor, Inc. for the purchase of books and other library materials for more than

\$44,000.00 in 2023; and with OverDrive, Inc. for the purchase of ebooks and other library materials for more than \$44,000.00 in 2023. With a roll call vote, the motion passed 9-0-0.

- **MOTION 23-04** was made by Darek Smyk and seconded by Karen Kogut to adopt the *Township of Bernards Employee Handbook of Personnel Policies and Procedures* as amended and re-adopted by the Township Committee on January 3, 2023 as the Employee Handbook for all Library employees. The motion passed unanimously.
- **MOTION 23-05** was made by Janice Fields and seconded by Karen Kogut to certify the annual MAIN membership agreement. With a roll call vote, the motion passed 9-0-0.
- **MOTION 23-06** was made by Lori Kendis and seconded by Barbara Madaio to approve an exception to the "Policy on Sale of Items" to allow a Vendor Boutique in the Library May 6, 2023 as part of the Quasquicentennial Celebration. With a roll call vote, the motion passed 9-0-0.

14. PUBLIC COMMENT

There was no public comment.

15. ADJOURNMENT

- **MOTION 23-07** was made by Darek Smyk and seconded by Mitul Shah to adjourn the meeting at 8:24 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., March 1, 2023 at the Library.