

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
February Meeting
March 1, 2023**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:32 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.

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. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the President, you will unmute your microphone/video. Members of the public who are attending via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the President, they can unmute/mute their audio on their phone keypad. Individuals addressing the Board must give their name and address in an audible tone and will have 5 minutes to make their statement.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

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

Absent: Barbara Madaio

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 23-08 was made by Lori Kendis and seconded by Vivian Pagoulatos to approve the minutes of the January 25, 2023 meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily shared that Rachel is completing her 6-month Initial Employment Period (IEP). Emily and the rest of the Personnel Committee will meet with Rachel to review her performance, to document her successful completion of her IEP, and to set goals for the coming year.
- Emily plans to work closely with both the Finance and the Land and Building Committees on the Construction Bond Grant.
- Emily invited all Board members to review the 2022 Committee Summary reports to appreciate all the Board's accomplishments during the past year.

8. DIRECTOR'S REPORT

- Rachel reported that there have been no building issues since the last Board meeting. She has added tables in the lower hallway to increase the seating capacity.
- Rachel is applying for a Level Up Your Library mini-grant offered by LibraryLinkNJ. She is focusing the application on accessibility items such as a wall directory and improved signage.
- The Library will once again participate in the annual Ridge Gives Back event that will occur Thursday, June 1, 2023. Rachel and the department heads will draw up specific plans for student service projects.
- The annual New Jersey Public Library Statistical Report will be submitted to the State Library by mid-March.
- The Library will be participating in the Township's Charter Day, scheduled for Saturday, May 20, 2023.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
 - Vivian reported that budget development is proceeding routinely. As in previous years, the Library's 2023 budget lines will be populated in a few weeks.
 - Vivian reviewed her plans to present the budget report by category to make it easier to track spending trends.
 - The Finance Committee is investigating the feasibility of investing bequest funds in Treasury Bonds.
 - The Finance Committee will work closely with the Land and Building Committee and Rachel to oversee the Construction Bond Grant.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
 - Lori reported that the Friends have started to plan their next Fund Drive.
 - They also are planning their presence at Charter Day Saturday, May 20, 2023.

- C. Land and Building—Vivian Pagoulatos, Mitul Shal
- Vivian reported that ongoing projects are proceeding as previously described. The major focus now is the Library Construction Bond Grant.
 - The Committee will meet with Todd Hause of Arcari + Iovino next week to solidify the grant work.
 - The Department of Public Works has temporarily suspended the ceiling tile replacement project.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally, Lori Kendis
MOTION 23-09 was made by Vivian Pagoulatos and seconded by Janice Fields to adopt a resolution acknowledging the hiring of Joanne Kleinle, On-call Library Assistant – Children's Services. With a roll call vote, the motion passed 8-0-0.
- F. Policies and Procedures—Karen Kogut
Karen and Rachel reported that the Collection Development policy will be addressed next month.
- G. Technology—Karen Kogut
The Library will upgrade its Wi-Fi equipment to Wi-Fi 6 early in March.
- H. Township Committee Liaison—Janice Fields
- Janice reported that the Township is continuing to work on the budget.
 - The Township recently installed Eric Geleta as Deputy Chief of Police.
 - The Health Department is looking to hire a part-time clerk.

10. OLD BUSINESS

There was no Old Business

11. NEW BUSINESS

- **MOTION 23-10** was made by Vivian Pagoulatos and seconded by Darek Smyk to close the Library Saturday, April 8, 2023 for the annual carpet and duct cleaning. The motion passed unanimously.
- **MOTION 23-11** was made by Karen Kogut and seconded by Vivian Pagoulatos to approve the updated Notary Services Policy. The motion passed unanimously.

12. PUBLIC COMMENT

There was no public comment.

13. ADJOURNMENT

- **MOTION 23-12** was made by Darek Smyk and seconded by Lori Kendis to adjourn the meeting at 8:13 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 29, 2023 at the Library.