

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
March 29, 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, Emily Johnston, Lori Kendis, Karen Kogut, Barbara Madaio, MaryJane McNally, Vivian Pagoulatos, Mitul Shah [Zoom], and Darek Smyk

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 23-13 was made by Lori Kendis and seconded by Karen Kogut to approve the minutes of the March 1, 2023 meeting as written. With Barbara Madaio abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily listed several upcoming professional development opportunities for Board members that will be sponsored by New Jersey Library Trustees Association and the State Library. Attendance at any of these events would count toward the Board's annual professional development requirement.
- Emily drew the Board's attention to the Library's 2021-2026 Strategic Plan that will be posted on the Library website. She encouraged board members to review the Library's progress in areas pertaining to their committee assignments.
- Emily plans to attend the dinner Friday, April 21, 2023 celebrating the New Jersey Library Construction Bond Act Award recipients and would welcome any other Board members to attend.
- Emily asked all Board members to contribute any items that would be suitable for inclusion in a new board member orientation document.

8. DIRECTOR'S REPORT

- Rachel reported that the budget approval will occur soon and the budget lines will be fully populated by the end of April.
- Unfortunately, there has been a new leak by the technology center. Weathertite has performed the necessary repairs.
- The Library will once again participate in the annual Ridge Gives Back day of service that will occur Thursday, June 1, 2023. Rachel, the department heads, and the Basking Ridge Garden Club are drawing up specific plans for student volunteers.
- Rachel has submitted the application for a Level Up Your Library mini-grant offered by LibraryLinkNJ. The application focuses on accessibility items such as a wall directory and improved signage that would cost approximately \$2,500.
- Rachel submitted the annual New Jersey Public Library Statistical Report to the State Library March 13, 2023.
- The Spring semester of Leisure Learning is under way. As of this week, 253 participants have registered.
- Plans for celebrating the Library's 125th Anniversary Celebration include:
 - Banners displayed around the Library property mid-April;
 - Invitational reception and proclamation Monday, May 1;
 - Special programs for both adults and children, Saturday, May 6; and
 - Friends of the Library Wine Fundraiser in May.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
- Vivian reported that the committee met with Township Chief Financial Officer Sean McCarthy, to discuss options for managing the reserve accounts.

- An account has been established for the New Jersey Library Construction Bond Grant funds.
 - Vivian and Mitul reviewed the revisions made to the Bernards Township Library Finance Manual. **MOTION 23-14** was made by Darek Smyk and seconded by Barbara Madaio to adopt the revised document. With a roll call vote, the motion passed 9-0-0.
 - Vivian reported that budget approval is anticipated in April. As in previous years, the Library's 2023 budget lines will be populated shortly after that.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
Lori reported that the Friends are busy developing plans for:
- Their next Fund Drive,
 - A Wine Fundraiser in May in conjunction with the Library's 125th Anniversary Celebration, and
 - A presence at the Township's annual Charter Day Saturday, May 20, 2023.
- C. Land and Building—Vivian Pagoulatos, Mitul Shal
- Vivian reported that the fire alarm control panel project is on hold because the equipment is on backorder.
 - **MOTION 23-15** was made by Vivian Pagoulatos and seconded by Lori Kendis to approve providing Arcari + Iovino with an updated scope of work not to exceed \$250,000. With a roll call vote, the motion passed 9-0-0.
 - **MOTION 23-16** was made by Lori Kendis and seconded by Vivian Pagoulatos to contract with Ridge Painting to perform power washing at an estimated cost of \$12,600 not to exceed \$13,000. With a roll call vote, the motion passed 9-0-0.
 - **MOTION 23-17** was made by Janice Fields and seconded by Karen Kogut to approve payment to Weathertite for roof leak repair at a cost of \$1,150 not to exceed \$2,000. With a roll call vote, the motion passed 9-0-0.
 - **MOTION 23-18** was made by Lori Kendis and seconded by Karen Kogut to approve payment to Stan & Son Construction LLC to install AZEK Reversible beadboard on the roof for \$10,850 not to exceed \$11,500. With a roll call vote, the motion passed 9-0-0.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally, Lori Kendis
MOTION 23-19 was made by Barbara Madaio and seconded by Karen Kogut to adopt a revised "Policy on Inclement Weather and other Emergency Closings." With a roll call vote, the motion passed 9-0-0.
- F. Policies and Procedures—Karen Kogut
MOTION 23-20 was made by Janice Fields and seconded by Karen Kogut to adopt an updated Collection Development Policy. The motion passed unanimously.
- G. Technology—Karen Kogut

Karen reported that the Library's planned Wi-Fi upgrade scheduled for early March is on hold because of equipment availability.

H. Township Committee Liaison—Janice Fields

- Janice reported that the budget was presented to the Township Committee at the March 28th meeting and will be voted on in April.
- Janice also mentioned that she will represent the Mayor at the Library's Anniversary Reception May 1.

10. OLD BUSINESS

There was no Old Business.

11. NEW BUSINESS

There was no New Business.

12. PUBLIC COMMENT

There was no public comment.

13. ADJOURNMENT

- **MOTION 23-21** was made by Vivian Pagoulatos and seconded by Lori Kendis to adjourn the meeting at 8:37 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., April 26, 2023 at the Library.