

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
April 26, 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. 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: Emily Johnston, Lori Kendis, Karen Kogut, Barbara Madaio, MaryJane McNally, Vivian Pagoulatos, Mitul Shah [7:39 via Zoom], and Darek Smyk

Absent: Janice Fields

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 23-22 was made by Lori Kendis and seconded by Karen Kogut to approve the minutes of the March 29, 2023 meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily asked the Board to review the Library's 2021-2026 Strategic Plan and to add comments about progress in areas pertaining to their committees.

- Emily reminded Board members to complete the Financial Disclosure Statement that all Board members are required to submit to the New Jersey Department of Community Affairs.
- Emily thanked Board members for contributing to Rachel's annual review. She will meet with Rachel next week to discuss her performance.

8. DIRECTOR'S REPORT

- Rachel reported that the budget was approved by the Township Committee April 25 and all budget lines will be fully populated in Edmunds by the end of the month.
- Rachel explained that the Library is not only a polling site, but also a poll workers' training site. Training machines have been delivered to the Library in anticipation of training sessions.
- Unfortunately, the Library's application to LibraryLinkNJ's *Level Up Your Library* mini-grant competition was not selected to be funded.
- Ridge Painting has started to power wash the Library exterior. It may take as many as 6 days to complete the job.
- A representative of the Environmental Education Center approached Rachel about planting native plants in front of the library.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
 - Vivian reported that spending is on track; 28% of the year has passed and 28% of the budget has been spent.
 - Mitul shared the spreadsheet he designed to track the Library's spending patterns and history. This tool, which builds on the work started by Vivian and Darek, will be helpful for planning and making decisions.
 - The Finance Committee is working closely with Township Chief Financial Officer Sean McCarthy to track the New Jersey Library Construction Bond Grant funds.
 - The Finance Committee will meet early in May to discuss the Falcon report.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
 - Lori reported that the Friends met April 3 and are finalizing their presence at Charter Day Saturday, May 20, 2023.
 - The Friends are also planning a Wine Fundraiser in May and a Tea in June.
 - Lori reported that The Friends are considering mailing the 2023 Fund Drive solicitation to anyone who has contributed in the past 3 years.
- C. Land and Building—Vivian Pagoulatos, Mitul Shal
 - Vivian reported that bids are out for the Library Construction Bond Grant construction project with a return date of Thursday, May 25.
 - The Department of Public Works has temporarily suspended the ceiling tile replacement project.

- Vivian reiterated the plan to review the Falcon report from 5 years ago and will check with the Township Department of Public Works before the next meeting.

D. Legislation & Advocacy—MaryJane McNally
No report

E. Personnel—Mary Jane McNally, Lori Kendis
No report

F. Policies and Procedures—Karen Kogut
No report

G. Technology—Karen Kogut

- The Library's Wi-Fi upgrade to Wi-Fi 6 occurred very smoothly Wednesday, April 12.
- Darek described his quest to investigate how technology could enhance Library users' experience.

H. Township Committee Liaison—Janice Fields

- No report

10. OLD BUSINESS

There was no Old Business

11. NEW BUSINESS

MOTION 23-23 was made by Darek Smyk and seconded by Barbara Madaio in honor of the Bernards Township Library's Quasquicentennial. The motion passed unanimously.

12. PUBLIC COMMENT

There was public comment regarding the Environmental Education Center's plan to plant native plants and the Falcon report.

13. ADJOURNMENT

- **MOTION 23-24** was made by Vivian Pagoulatos and seconded by Karen Kogut to adjourn the meeting at 8:28 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., May 24, 2023 at the Library.