

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
June 28, 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, MaryJane McNally, and Mitul Shah [via Zoom]

Absent: Janice Fields, Barbara Madaio, Vivian Pagoulatos, and Darek Smyk

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 23-28 was made by Karen Kogut and seconded by Lori Kendis to approve the minutes of the May 24, 2023 meeting as written. With Mitul Shah abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily stated that because no one volunteered to serve on the ad hoc Communication Committee she and Vivian will work together to develop a plan for local advocacy that would be due December 2023. This plan will address some of the concerns identified in the Strategic Plan.

- Emily reported that bonuses have been awarded to Rachel and other staff.

8. DIRECTOR'S REPORT

- Rachel reported that because of a lengthy storm-related power outage the Library closed early Monday, June 26 and remained closed until Wednesday, June 28.
- Rachel attended the NJLA Annual Conference in Atlantic City from May 31 – June 2. Supervising Librarian Karen Vaias and MAIN Executive Director Phil Berg presented a session on working with vendors and participated in a panel discussion about adult programming.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
 - Mitul reported that the Finance Committee met to discuss the unallocated reserve funds and is recommending that 85% be allocated to Building Maintenance - Line C05 and 15% be allocated to Space Reorganization Professional Services - Line D02.
 - **MOTION 23-29** was made by Lori Kendis and seconded by Karen Kogut to allocate the \$136,614.42 according to the Committee's recommendation. With a roll call vote, the motion passed 5-0-0.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
Lori reported that the Friends have mailed their annual Fund Drive appeal. This year, they are mailing to people who have donated within the past three years.
- C. Land and Building—Vivian Pagoulatos, Mitul Shal
 - Rachel reported that after a long wait for backordered items, the ADT fire alarm system will be installed June 29.
 - Rachel also reported that none of the Library Construction Bond Grant construction project bids opened in May were acceptable. After securing updated bid documents from Arcari + lovino, rebids will be due at the end of July.
- D. Legislation & Advocacy—MaryJane McNally
MaryJane reported that the New Jersey library community is urging support of Budget Resolution 1332 that would restore per capita state funding for libraries.
- E. Personnel—Mary Jane McNally, Lori Kendis
 - **MOTION 23-30** was made by Mitul Shah and seconded by Karen Kogut to acknowledge the hiring of Anubhuti Sharma as Part-time (17 hours/week) Library Assistant - Adult Circulation effective June 28, 2023. With a roll call vote, the motion passed 5-0-0.
 - Staff has made progress regarding the Part-time (12 hours/week) Library Assistant—Children's Services position. If all proceeds smoothly, a hiring acknowledgement will appear on the next Board agenda.

- F. Policies and Procedures—Karen Kogut
MOTION 23-31 was made by Lori Kendis and seconded by Karen Kogut to adopt updates to the Notary Services Policy. The motion passed unanimously.
- G. Technology—Karen Kogut Darek Smyk
No report
- H. Township Committee Liaison—Janice Fields
No report

10. OLD BUSINESS

There was no Old Business

11. NEW BUSINESS

MOTION 23-32 was made by Karen Kogut and seconded by Lori Kendis to hire All Custodian Services Company, Inc. to clean both exterior and interior windows at a cost not to exceed \$2,500. With a roll call vote, the motion passed 5-0-0.

12. PUBLIC COMMENT

There was no public comment.

13. ADJOURNMENT

- **MOTION 23-33** was made by Lori Kendis and seconded by Karen Kogut 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., July 26, 2023 at the Library.