

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
August 30, 2023**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:31 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, Karen Kogut, Barbara Madaio, MaryJane McNally, and Darek Smyk

Absent: Janice Fields, Lori Kendis, Vivian Pagoulatos, and Mitul Shah

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was public comment concerning school libraries in Houston, Texas.

6. APPROVAL OF MINUTES

MOTION 23-34 was made by Darek Smyk and seconded by Barbara Madaio to approve the minutes of the July 26, 2023 regular meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily reviewed the gap analysis derived from the findings of the ad hoc Communications Committee and some potential steps for addressing the gaps.
- Emily mentioned that September is Library Card Sign Up Month

8. DIRECTOR'S REPORT

- Rachel reported that there is a small leak in the upper level mechanical room that is being addressed.
- Work on the front garden area is progressing. The old shrubs may be removed late September or early October and new plants added late November early December.

- Rachel has been invited to the Somerset Hills Rotary Club's September 27 meeting to talk about the library, especially its e-resources.
- Lynne Hilf will represent the Library September 13 at the Township Committee's Fabric of Bernards focusing on services to senior citizens.
- The Children's Summer Reading program hosted 82 events, 62 produced in house. The number of children participating this summer was 100 more than last year.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
The budget report as of August 29, 2023 showed that 66.03% of the year has passed and 71% of the budget has been spent.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
Barbara reported that the Friends are preparing to host a small fundraising tea Saturday, September 9.
- C. Land and Building—Vivian Pagoulatos, Mitul Shah
 - **MOTION 23-39** was made by Barbara Madaio and seconded by Karen Kogut to hire Weathertite Solutions to address a new leak in the upper level mechanical room at a cost not to exceed \$1,250.00. With a roll call vote, the motion passed 5-0-0.
 - All Custodian Services Company completed the window washing project at a cost of \$1,180, considerably below the Do Not Exceed amount of \$2,500.
 - The Department of Public Works will repair the crumbling steps by the side entrance.
 - Rachel reported that the second round of Library Construction Bond Grant construction project bids has been successfully conducted and an award will be made in September.
 - The Falcon Group has given the Land and Building committee a quote to review the current HVAC system and analyze its life expectancy. The committee is soliciting other quotes.
- 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, Darek Smyk
No report
- H. Township Committee Liaison—Janice Fields
No report

10. OLD BUSINESS

There was no Old Business

11. NEW BUSINESS

MOTION 23-40 was made by Karen Kogut and seconded by Barbara Madaio to close the Library October 6, 2023 for staff development and to participate in the Township Employee Appreciation effort.

12. PUBLIC COMMENT

There was no public comment.

13. ADJOURNMENT

- **MOTION 23-37** was made by Darek Smyk and seconded by Karen Kogut to adjourn the meeting at 8:03 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., September 27, 2023 at the Library.