

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
September 27, 2023**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:45 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: Janice Fields, Emily Johnston, Karen Kogut, MaryJane McNally, Vivian Pagoulatos, and Mitul Shah

Absent: Lori Kendis, Barbara Madaio, and Darek Smyk

Also Present: Ellen Ryan

5. PUBLIC COMMENT

There was public comment complimenting the landscaping improvements in the front of the building.

6. APPROVAL OF MINUTES

MOTION 23-42 was made by Karen Kogut and seconded by MaryJane McNally to approve the minutes of the August 30, 2023 regular meeting as written. With Janice Fields, Vivian Pagoulatos, and Mitul Shah abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily reported that she and Vivian will finalize their analysis of the ad hoc Communications Committee's findings and develop some steps for moving forward.
- Emily mentioned that at its September 26, 2023 meeting the Township Committee voted on the bid for renovating the Library's front and back entryway. Details are below in the Township Committee report.

8. DIRECTOR'S REPORT

In Rachel's absence, Ellen Ryan, Supervising Librarian - Children's Services, reported that the Library is investigating participating in MunicIPAY, which would allow patrons to use a credit card for fines and other fees.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
 - The budget report as of September 13, 2023 showed that 70% of the year has passed and 73% of the budget has been spent.
 - The committee is working with Rachel to develop a budget-building process that reflects actual spending.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
 - Emily reported that the Friends fundraising tea September 9 was very well received.
 - The Friends' next meeting will be Monday, October 2, 2023.
- C. Land and Building—Vivian Pagoulatos, Mitul Shah
 - Vivian reported that after recent heavy rains, leaks developed near the cactus garden and in Program Room B. Weathertite will be called to look at the situation.
 - The Department of Public Works will bring in another contractor to work on the ceiling tile replacement project.
 - **MOTION 23-43** was made by Janice Fields and seconded by Mitul Shah to authorize payment to Humphreys Insect Control in the amount of \$275 for work performed. With a roll call vote, the motion passed 6-0-0.
 - **MOTION 23-44** was made by Mitul Shah and seconded by Karen Kogut to authorize payment to AAA Facility Solutions, LLC in the amount of \$500 for emergency floor cleaning because of a backed up sewer line. With a roll call vote, the motion passed 6-0-0.
 - **MOTION 23-45** was made by Mitul Shah and seconded by Karen Kogut to authorize Sal Electric Co., Inc. to convert 6 outside wall lights to LED at a cost not to exceed \$3,000. With a roll call vote, the motion passed 6-0-0.
 - The committee will evaluate the proposal to convert 45 Hi Hats to LED.
- 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

- Janice reported that the Township Committee awarded the bid for renovating the front and back entryway to Skopye LLC, Newton, in the amount of \$229,000.00. Matching funds for this project come from the Library's award of a New Jersey Library Construction Bond Act Grant.
- Janice also reported that the Township is switching to a self-insured plan for employee health benefits.

10. OLD BUSINESS

There was no Old Business.

11. NEW BUSINESS

MOTION 23-46 was made by Karen Kogut and seconded by Vivian Pagoulatos to approve the Bernards Township Library 2024 Library Holidays and Other Closings. The motion passed unanimously.

MOTION 23-47 was made by Janice Fields and seconded by Mitul Shal to approve the Bernards Township Library Board Meeting Schedule. The motion passed unanimously.

MOTION 23-48 was made by Vivian Pagoulatos and seconded by Karen Kogut to approve an exception to the "Policy on Sale of Items," to allow a Holiday Vendor Boutique in the Library on November 18, 2023 as a Friends of the Bernards Township Library fundraiser. With a roll call vote, the motion passed 6-0-0.

12. PUBLIC COMMENT

There was public comment on the use of credit cards.

13. ADJOURNMENT

- **MOTION 23-49** was made by Karen Kogut and seconded by Vivian Pagoulatos 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., October 25, 2023 at the Library.