

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
October 25, 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: Janice Fields [ZOOM 7:35], Emily Johnston, Lori Kendis, Karen Kogut, MaryJane McNally, Barbara Madaio, and Vivian Pagoulatos

Absent: Mitul Shah and Darek Smyk

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was no public comment.

6. AMENDMENT TO THE AGENDA

MOTION 23-50 was made by Vivian Pagoulatos and seconded by Lori Kendis to amend the agenda by removing approval of the outdoor lighting upgrade and adding approval of the indoor lighting upgrade. The motion passed unanimously.

7. APPROVAL OF MINUTES

MOTION 23-51 was made by Karen Kogut and seconded by Vivian Pagoulatos to approve the minutes of the September 27, 2023 regular meeting as written. The motion passed unanimously.

8. PRESIDENT'S REPORT

Emily named Lori Kendis, Barbara Madaio, MaryJane McNally, and Vivian Pagoulatos to the Board of Trustees Nominating Committee. This committee is charged with recommending a slate of officers for 2024 by the December meeting. The Board will vote on the slate at its reorganization meeting in January 2024.

9. DIRECTOR'S REPORT

- Rachel reported that there has been another leak adjacent to the skylight above the circulation desk. Weathertite is addressing the issue.
- The Township Sewer Authority has advised the Library that a portion of the outdoor sewer line needs to be replaced as soon as possible.
- The Environmental Commission planted more plants and the DPW worked on hardscaping the front lawn area.
- Rachel attended the Mayor's Fall Festival, Saturday, September 30, 2023 and had the opportunity to interact with over 100 families.
- Library staff participated in the annual staff development day Friday, October 6, 2023 by attending a program entitled "Strategies for the Intergenerational Workplace," presented by Pham Condello of Old Bridge Public Library. Staff also appreciated the Library's early closing at noon that day.

10. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
 - Vivian stated that the budget report as of October 11, 2023 showed that 78% of the year has passed and 78% of the budget has been spent.
 - Rachel reported that the Library's 1/3 mil allocation has been set. In 2024 the Library will receive \$2,705,102, an increase of \$129,144 over 2023.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio

Lori and Barbara reported that the Friends are preparing for their Holiday Vendor Boutique fundraiser Saturday, November 18, 2023.
- C. Land and Building—Vivian Pagoulatos, Mitul Shah

Vivian reported on Library Construction Grant Project progress. The Library has received its first check in the amount of \$23,760.63. There was a preconstruction meeting with Todd Haus of Arcari + Iovino; Sasho Momirovski of Skopye, and the Township. The next step involves obtaining permits and ordering the doors.
- 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 Mayor's Fall Festival was a great success.
- Janice alerted the Board to several upcoming events:
 - The annual Pumpkin Smash, Saturday, November 4, 2023
 - The Field of Honor Dedication Ceremony, Sunday, November 5, 2023
 - The Township Non-profit Event, Wednesday, November 29, 2023
 - Volunteer Appreciation Dinner, Thursday, November 30, 2023.

11. OLD BUSINESS

- **MOTION 23-52** was made by Lori Kendis and seconded by Karen Kogut to approve proceeding with MunicPay. With a roll call vote, the motion passed 7-0-0.
- **MOTION 23-53** was made by Vivian Pagoulatos and seconded by Barbara Madaio to authorize Sal Electric Co., Inc. to convert 45 outside Hi Hat lights to LED for the estimated cost of \$5,821, with the total cost not to exceed \$6,500 from account # 3-01-29-390-241. With a roll call vote, the motion passed 7-0-0.
- Emily commented that she and Vivian will finalize the Communication Committee report by the end of December.

12. NEW BUSINESS

- **MOTION 23-54** was made by Lori Kendis and seconded by Karen Kogut to contract with Carbonetti, Inc. to replace the main sewer line in November 2023 for the estimated cost of \$19,640, not to exceed \$21,700 from account # 3-01-LI-R01-C05. With a roll call vote, the motion passed 7-0-0.
- **MOTION 23-55** was made by Janice Fields and seconded by Vivian Pagoulatos to pay the Falcon Group \$6,500 to perform an assessment of the HVAC systems from # 3-01-LI-R01-C05. With a roll call vote, the motion passed 7-0-0.

13. PUBLIC COMMENT

There was no public comment.

14. ADJOURNMENT

- **MOTION 23-56** was made by Barbara Madaio and seconded by Lori Kendis to adjourn the meeting at 8:16 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., November 29, 2023 at the Library.