

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
November 29, 2023**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:33 p.m. via Zoom.

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, Lori Kendis, Karen Kogut, MaryJane McNally, Barbara Madaio, Vivian Pagoulatos, Mitul Shah [7:35], and Darek Smyk
Also Present: Rachel Burt

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 23-57 was made by Barbara Madaio and seconded by Mitul Shah to approve the minutes of the October 25, 2023 regular meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

Emily reported that she and Vivian have finished their analysis of the ad hoc Communication Committee's findings and have drafted some steps for moving forward. She will be sharing the document with the rest of the Board and is asking for feedback by Sunday, December 10.

8. DIRECTOR'S REPORT

- Rachel reported that work has begun on the rear entrance portion of the Library Construction Bond Grant project.
- Sal's Electric began to work on the lighting replacement projects Monday, November 27.
- The Library was closed today so that workers could begin to replace the outdoor sewer line.
- Rachel is continuing budget preparation. Final figures from the Township will be available next month.

9. LIBRARY PROGRAMMING

Program Coordinator Maureen Norton gave the Board an overview of the Library's extensive program offerings. In-person programs continue to be popular while Zoom has allowed the Library to book presenters who would otherwise be inaccessible. Leisure Learning continues to be hugely successful.

10. COMMITTEE REPORTS

- A. Nominating Committee—Lori Kendis
Lori Kendis, Chair of the Board Nominating Committee, announced the following slate of officers for 2024: President, Emily Johnston; Secretary, Lori Kendis; and Treasurer, Vivian Pagoulatos. The slate will be presented for a vote at the Board's reorganization meeting in January 2024.
- B. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
Vivian stated that the budget report as of November 21, 2023 showed that 88.9% of the year has passed and 88% of the budget has been spent. Spending is on track.
- C. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
Lori and Barbara reported that the Friends' Holiday Vendor Boutique fundraiser Saturday, November 18, 2023 attracted 10-15 vendors.
- C. Land and Building—Vivian Pagoulatos, Mitul Shah
 - Vivian reported that the ceiling tile replacement project is waiting for a second quote.
 - The Falcon Group will begin their assessment of the Library's HVAC system.
 - The sewer line replacement, Library Construction Bond Grant, and lighting projects were covered in the Director's report.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally, Lori Kendis
No report
- F. Policies and Procedures—Karen Kogut
Covered under New Business

G. Technology—Karen Kogut, Darek Smyk

Karen Kogut reported that Karen Andriolo and Rachel investigated alternatives to the Library's VOIP provider and concluded that no other provider offered enough features or savings to tempt them to leave the current provider.

H. Township Committee Liaison—Janice Fields

- Janice alerted the Board to several upcoming events:
 - Volunteer Appreciation Dinner, Thursday, November 30, 2023.
 - Winter Market and Christmas tree lighting, Saturday, December 2, 2023
 - The First Annual Bernards Township menorah lightings, starting Thursday, December 7, 2023.
- Janice also reported that she will continue to be the Township Committee's liaison to the Board in 2024.

11. OLD BUSINESS

There was no Old Business.

12. NEW BUSINESS

MOTION 23-58 was made by Karen Kogut and seconded by Vivian Pagoulatos to approve the Video Surveillance Policy. The motion passed unanimously.

13. PUBLIC COMMENT

There was no public comment.

14. ADJOURNMENT

- **MOTION 23-59** was made by Vivian Pagoulatos and seconded by Darek Smyk to adjourn the meeting at 8:20 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., December 20, 2023 at the Library.