

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
December 20, 2023**

**1. CALL TO ORDER**

President Emily Johnston called the meeting to order at 7:34 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, Lori Kendis, Karen Kogut, MaryJane McNally, Barbara Madaio, Vivian Pagoulatos, Mitul Shah [Zoom], and Darek Smyk

**Also Present:** Rachel Burt

**5. PUBLIC COMMENT**

There was a question about roof leaks.

**6. APPROVAL OF MINUTES**

**MOTION 23-60** was made by Lori Kendis and seconded by Karen Kogut to approve the minutes of the November 29, 2023 regular meeting as written. The motion passed unanimously.

**7. PRESIDENT'S REPORT**

Emily thanked the Board for all its work this year and is looking forward to a strong 2024.

## **8. DIRECTOR'S REPORT**

- Rachel reported that Sal's Electric completed both the interior and exterior lighting replacement projects.
- Work has begun on the rear entrance footings, phase one of the Library Construction Bond Grant project.
- Carbonetti, Inc. workers have replaced the outdoor sewer line.
- Budget preparation is almost complete. Rachel is waiting some final figures from the Township.
- Rachel has been elected Vice President of the MAIN Library Alliance Board of Directors and will chair the Extra-Large Libraries section.

## **9. COMMITTEE REPORTS**

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
  - Vivian stated that the budget report as of December 12, 2023 showed that 94.79% of the year has passed and 94% of the budget has been spent. We should end the year well.
  - There was discussion regarding recouping outstanding fines.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio  
Lori and Barbara reported that the Friends are planning a Tea for February. To date the Friends' Annual Fund Drive is down approximately \$6,000.
- C. Land and Building—Vivian Pagoulatos, Mitul Shah
  - Vivian reported that the cost of replacing the ceiling tiles will be approximately \$6,000 for the tiles and \$2,500 for labor.
  - The Falcon Group's assessment of the Library's HVAC system should be completed by January.
  - The lighting conversion projects, Library Construction Bond Grant work, and sewer line replacement were covered in the Director's report.
- D. Legislation & Advocacy—MaryJane McNally  
No report
- E. Personnel—Mary Jane McNally, Lori Kendis  
NJLA has released its 2024 Salary Guide
- F. Policies and Procedures—Karen Kogut  
No report
- G. Technology—Karen Kogut, Darek Smyk  
The committee will investigate email service issues.
- H. Township Committee Liaison—Janice Fields
  - Janice reported that at the Township Committee's reorganization meeting Jennifer Asay will be elected Mayor.
  - Janice also reported that the Township will be marking the 265<sup>th</sup> Anniversary of its charter in 2025.

**10. OLD BUSINESS**

There was no Old Business.

**11. NEW BUSINESS**

**MOTION 23-61** was made by Darek Smyk and seconded by Barbara Madaio to adopt the Communications Plan. The motion passed unanimously.

**12. PUBLIC COMMENT**

There was public comment regarding fine collection and promoting the library at events spotlighting local organizations.

**13. ADJOURNMENT**

- **MOTION 23-62** was made by Vivian Pagoulatos and seconded by Lori Kendis to adjourn the meeting at 8:23 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., January 24, 2024 at the Library.