

**Minutes of the BOARD OF TRUSTEES MEETING
Of the Bernards Township Library
Wednesday, January 24, 2024**

1. Call to order

Library Director Rachel Burt called the meeting to order at 7:32 pm.

2. Pledge of Allegiance

3. Sunshine Law Reminder

4. Roll Call

Present: Janice Fields (Zoom), Emily Johnston, Lori Kendis, Karen Kogut, Barbara Madaio, and MaryJane McNally

Absent: Vivian Pagoulatos, Mitul Shah, and Darek Smyk

Also present: Rachel Burt

5. Report of Nominating Committee

Director Rachel Burt called for nominations to appoint her acting Secretary. This was moved by MaryJane McNally and seconded by Barbara Madaio. All present voted in favor of **Motion 24-01**.

Mary Jane McNally nominated Emily Johnston for President, and Karen Kogut seconded the motion. There were no other nominations. All members voted in favor of **Motion 24-02**. She was then sworn in.

Mary Jane McNally nominated Lori Kendis for Secretary, and Karen Kogut seconded the motion. There were no other nominations. All members voted in favor of **Motion 24-03**. She was then sworn in.

Mary Jane McNally nominated Vivian Pagoulatos for Treasurer, and Karen Kogut seconded the motion. There were no other nominations. All members voted in favor of **Motion 24-04**. She will be sworn in at the February meeting.

6. Reorganization

7. Public Comment

There was no public comment.

8. Approval of Minutes:

Motion 24-05 was made by Barbara Madaio and seconded by Janice Fields to approve the minutes of the December 20, 2023 meeting as written. The motion was passed by all in attendance.

9. President's Report

- Emily welcomed the Board back for another year and encouraged Board members to consider remaining on their current committee assignments.
- Work on the communication plan is going forward. Rachel will measure success through Q1 and a stakeholder meeting will occur the week of 1/29.

10. Director's Report

- Rachel reports that the budget is close to complete.
- No Building issues during the previous month.
- The entryway construction is set to begin, and install is expected to take a day and will necessitate closing the lower level entrance.
- Athena will join us at our February meeting to discuss outstanding fines and late fees.

11. Committee Reports

- A. Finance & Treasurer's Report – Vivian Pagoulatos, Mitul Shah
 - In process of cleaning up the books for 2023.
- B. Friends Liaison – Lori Kendis, Barbara Madaio
 - Nothing new.
- C. Land & Building – Vivian Pagoulatos, Mitul Shah
 - Falcon group HVAC report and Q&A shared
- D. Legislation & Advocacy – Mary Jane McNally
 - Nothing new
- E. Personnel – Mary Jane McNally, Barbara Madaio
 - There is an open PT position being advertised
- F. Policies and Procedures – Karen Kogut, Lori Kendis
 - Nothing to report
- G. Technology – Karen Kogut, Darek Smyk
 - Nothing to report
- H. Township Committee Liaison – Janice Fields
 - The Mayor is launching a new food drive initiative and the library will serve as a drop-off point.

12. Old Business

There was no old business.

13. New Business

Motion 24-06 was made by Karen Kogut and seconded by MaryJane McNally to purchase materials from Baker & Taylor, Inc., & OverDrive, Inc. With a roll call vote, the motion passed 6-0-0.

Motion 24-07 was moved by Barbara Madaio and seconded by Janice Fields to adopt Township Employee Handbook. With a roll call vote, the motion passed 6-0-0.

Motion 24-08 was moved by MaryJane McNally and seconded by Karen Kogut to certify the annual MAIN Membership Agreement. With a roll call vote, the motion passed 6-0-0.

Conversation on Passport Appointments at Library by Karen Kogut

- Karen shared research gathered in 2021 from other local libraries that provide the service. Main take aways: this can be profitable after money spent on set up. Logistics would need to be considered as privacy and storage space are needed to make this work.

Brainstorm time on new non-traditional library offerings

- Adult chess offerings - Health Fair - Safety Seminar with police

14. Public Comment

Made by Todd Edelstein of Riverside Drive.: possibly add an outdoor chess table - questions regarding current HVAC - PD crime prevention self-questionnaire shared and will be left on the community table.

15. Adjournment

Motion 24-09 was made by Karen Kogut and seconded by Barbara Madaio to adjourn the meeting at 8:28 pm. The motion passed with a roll call vote of 6-0-0.

The next meeting will be on Wednesday, February 28, 2024 at 7:30 P.M. at the Library