

Minutes of the BOARD OF TRUSTEES MEETING
Of the Bernards Township Library
Wednesday, March 27, 2024

1. Call to order

Board President Emily Johnston called the meeting to order at 7:31 pm.

2. Pledge of Allegiance

3. Sunshine Law Reminder

4. Roll Call

Present: Janice Fields, Emily Johnston, Lori Kendis, Karen Kogut, Barbara Madaio, Mary Jane McNally, Vivian Pagoulatos, Mitul Shah (Zoom), and Darek Smyk

Also present: Rachel Burt

5. Public Comment

No public comment

6. Approval of Minutes

Motion 24-16 was made by Karen Kogut and seconded by Darek Smyk to approve the minutes of the February 28, 2024 meeting as written. The motion was passed with Janice Fields abstaining.

7. President's Report

- Discussion on the installation of a generator. The Township Committee is willing to help. This has been explored in the past (2011). When the HVAC project is complete, it makes sense to plan a generator project.
- The communication committee reported their upcoming event scheduled for 2:00 on April 24th. Mayor Jennifer Asay will speak on public safety issues. There will be time for a Q&A and for attendees to mingle with their neighbors. The goal is to have the library serve as a community hub. Future programs could include MahJong, a police officer to address identity theft, and a "how to participate in local government" forum. There will be signage to promote these events, and the Nextdoor app will be used to spread the word.

8. Director's Report

- There were several leaks this month due to the wet and windy weather. DPW will be looking at gutters.
- The garden club will utilize the help of Ridge students during the Ridge Gives Back initiative in May.
- Two new "people counter" sensors were installed. Staff is still learning about the data and tracking abilities. Data is stored in the cloud and requires a subscription service.
- The state aide report was finished on March 1.
- The Township shared a vendor for outdoor game tables.

9. Committee Reports

- A. Finance & Treasurer's Report – Vivian Pagoulatos, Mitul Shah
 - Waiting for the Township to approve end-of-year numbers.
- B. Friends Liaison – Lori Kendis, Barbara Madaio
 - Fifty people have signed up for the Friends Tea, which will take place on 4/6 at the library.
- C. Land & Building – Vivian Pagoulatos, Mitul Shah
 - The Town Council approved the Falcon HVAC Load Analysis; the next

step is to schedule the assessment.

- The library received the 2nd installment of grant money for the construction project.
- The lower-level canopy and lighting have been installed. We are still waiting on the doors. When they are installed, the library will receive the third and final grant payment.
- Sara Wolfson from the Environmental Commission asked the Friends to provide funds for the garden. The library garden could also be featured in a photography project.

D. Legislation & Advocacy – Mary Jane McNally

- Nothing to report.

E. Personnel – Mary Jane McNally, Barbara Madaio

- Nothing to report.

F. Policies and Procedures – Karen Kogut, Lori Kendis

- Nothing to report

G. Technology – Karen Kogut, Darek Smyk

- The ILS contract is expiring; now is a good time to review current needs and MAIN RFP.

H. Township Committee Liaison – Janice Fields

- Our Committee liaison had left for another Township meeting.

10. Old Business

- The addition of passport services will not occur this year, but it remains a potential project for the future. Questions regarding staffing, need, and costs remain.

11. New Business

Motion 24-17 to approve an exception to the *Policy On Sale of Items* to allow an Afternoon Tea and Silent Auction in the Library on April 6, 2024, as a Friends of BTL fundraiser was moved by MaryJane McNally and seconded by Darek Smyk. All in attendance voted in favor of the motion.

- A discussion regarding a space audit took place. Rachel spoke with two vendors: Third Way Space (out of NY) quoted \$7500, and Rethinking Libraries (out of Colorado) quoted \$8,500. Each business would recommend changes in layout to more effectively use existing space. A particular focus would be placed on the Children's room as both staff and patrons have raised concerns about crowding during children's programs. The Land and Building subcommittee will conduct a Zoom call with Third Way Space. It was also suggested we look at the New Providence Library as they have used this company's services.
- The following Resolutions were read into the record to honor MaryJane McNally upon her retirement from the BT Library Board after 37 years.

Resolution from Bernards Township Board of the Library:

WHEREAS, Mary Jane McNally has given an exceptional tenure of service as a School Board Liaison to the Bernards Township Library Board of Trustees from January 1, 1987 through March 31, 2024 for a total of 37 years; and

WHEREAS, Mary Jane McNally served as secretary of the Bernards Township Library Board of Trustees from January 1, 1995 to December 31, 2023; and

WHEREAS, Mary Jane McNally has upheld and continued the Bernards Township Library's mission to inform, enrich, and connect with the community as evidenced by her commitment to coordination and collaboration between the Bernards Township Library and the Bernards Township School District; and

WHEREAS, Mary Jane McNally has played a key role in the strategic planning and decision-making processes of the Bernards Township Library, contributing valuable insights and expertise to the continuous improvement of the library facility and operations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Bernards Township Library finds it fitting to honor Mary Jane McNally for her many years of service to the residents of the Township of Bernards, for her tireless commitment to the library profession and to the community that she loves, and that they take great pleasure in recognizing the significant achievements of Mary Jane McNally; and expresses its sincere gratitude to Mary Jane for the invaluable contributions she has made to the Bernards Township Library and to the citizens of Bernards Township; and

BE IT FURTHER RESOLVED that this resolution be entered in the permanent minutes of the Board of Trustees of the Bernards Township Library and that the original be presented to Mary Jane McNally.

12. Public Comment

Made by Todd Edelstein of Riverside Drive; follow-up questions regarding the new people counter. It does not use facial recognition; it simply counts bodies.

13. Adjournment

Motion 24-18 was made by Vivian Pagoulatos and seconded by MaryJane McNally to adjourn the meeting at 8:25 pm. The motion passed by all in attendance.

The next meeting will be on Wednesday, April 24, 2024, at 7:30 P.M. at the Library.