

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
May 29, 2019**

**1. CALL TO ORDER**

Vice President Vivian Pagoulatos called the meeting to order at 7:30 p.m. in the Bernards Township Library Lower Level Conference Room.

**2. SUNSHINE LAW REMINDER**

In accordance with the requirements of the Open Public Meetings Law of 1975, notice of the meeting was posted on the bulletin board in the Reception Hall of the Municipal Building, Collyer Lane, Basking Ridge and the Bernards Township Library Public Notices bulletin board; was mailed to *The Bernardsville News*, Whippany and the *Courier News*, Somerville; was filed with the Township Clerk; and was posted on both the Township's website and the Library's website.

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL**

**Present:** Jack Brull, Joe Esposito, Karen Kogut, Mary Jane McNally, Vivian Pagoulatos, Kippy Piedici, and Cynthia Yin

**Absent:** Zina Pozner and Doug Roberts

**Also Present:** Ruth Lufkin

**5. PUBLIC COMMENT**

There were no members of the public present.

**6. APPROVAL OF MINUTES**

**MOTION 19-15** was made by Kippy Piedici and seconded by Joe Esposito to approve the minutes of the April 24, 2019 meeting as written. With Karen Kogut abstaining, the motion passed unanimously.

**7. PRESIDENT'S REPORT**

Vivian reported that Charter Day was a great success. Many people stopped by the Friends' booth to learn more about Library services and programs. She thanked all who volunteered their time there.

**8. DIRECTOR'S REPORT**

- Ruth shared correspondence between Board President Zina Pozner, library staff and 5<sup>th</sup> grade students from Liberty Corner School who were studying local government.
- Ruth thanked the Board for her positive review.
- Happily, Greg Brothers has returned to work after an extended medical leave.
- Karen Vaias has completed the New Jersey State Library's Library Leadership Academy and will share her experience at the June Board meeting.
- The Aretha Franklin tribute concert, that was to have kicked off the Library's celebration of National Library Week, has been rescheduled for November 3, 2019.
- MAIN ILS committee members and staff are hard at work realigning the internal architecture of the Polaris Integrated Library System database that underlies the

MAIN catalog. The advantages sought are an improved patron experience, enhanced system support capabilities, more ease for MAIN expansion, and greater consistency for future API integrations or migration to another ILS when the time comes. The entire project is anticipated to be ready January 1, 2020.

- An update to Polaris LEAP, the patron and catalog database, was completed painlessly overnight on May 22, 2019.
- The Library is actively promoting completion of the Township's Vision 2020 survey

#### **9. TREASURER'S REPORT—Kippy Piedici**

- With 38% of year having passed, Kippy explained lines where the spending level might appear to differ from what would be expected.
- Kippy reviewed the current reserve distribution and explained changes proposed by the Finance Committee.
- **MOTION 19-16** was made by Mary Jane McNally and seconded by Vivian Pagoulatos to adopt the Library Reserves and Capital Projects funds allocation changes for 2019-2020 proposed as of May 29, 2019. With a roll call vote, the motion passed 7-0-0.
- **MOTION 19-17** was made by Kippy Piedici and seconded by Jack Brull to spend from Reserve funds to hire Becht Engineering BT, Inc. to perform a professionally developed Capital Reserve Determination Study on behalf of the Bernards Township Library at a not to exceed price of \$3,500.00. With a roll call vote, the motion passed 7-0-0.

#### **10. COMMITTEE REPORTS**

- A. Friends of the Library Liaison—Doug
  - The Friends thanked the Library Board and staff for helping with Charter Day.
  - The Friends Annual Fund Drive is underway.
- B. Land and Building—Cynthia Yin

The Department of Public Works examined the cracked surface of the concrete apron where the sidewalk meets the parking lot and recommended a more extensive repair in lieu of moving ahead with a short term solution. With safety considerations in mind, Ruth will investigate available options.
- C. Legislation & Advocacy—Mary Jane McNally

Progress continues on the Library Construction Bond Act. The State Library distributed a survey to help it anticipate the number and scope of potential grant applicants. It is possible that applications would be due in the late Fall 2019 and awards made in Spring 2020
- D. Personnel—Mary Jane McNally

The Board discussed Sunday pay rates for Library staff.
- E. Strategic Plan—Kippy Piedici

The committee is working on drafting milestones in the area of technology.
- F. Technology—Karen Kogut

No report.
- G. Township Committee Liaison—Joe Esposito

No report.

#### **11. OLD BUSINESS**

There was no old business.

**12. NEW BUSINESS.**

- **MOTION 19-18** was made by Kippy Piedici and seconded by Joe Esposito to excuse Zina's absence from the meeting because of illness. The motion passed unanimously.
- **MOTION 19-19** was made by Kippy and seconded by Cynthia to adjourn the meeting at 8:53 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., June 26, 2019.