

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
May 27, 2020**

**1. CALL TO ORDER**

President Kippy Piedici called the meeting to order at 7:32 p.m. via Zoom.

**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 inside of both doors of the Bernards Township Library Public was filed with the Township Clerk and was posted on both the Library's website and the Township's website.

**3. PLEDGE OF ALLEGIANCE**

**4. ROLL CALL**

**Present:** Jack Brull, Joe Esposito, Karen Kogut, MaryJane McNally, Kippy Piedici, Doug Roberts [7:40], Vivian Pagoulatos, Zina Pozner, and Cynthia Yin

**Absent:**

**Also Present:** Lyn Begraft

**5. PUBLIC COMMENT**

There were no members of the public present.

**6. APPROVAL OF MINUTES**

**MOTION 20-26** was made by Vivian Pagoulatos and seconded by Karen Kogut to approve the minutes of the April 29, 2020 regular meeting as written. With Zina Pozner abstaining, the motion passed unanimously.

**7. PRESIDENT'S REPORT**

Kippy asked Vivian to give a Treasurer's report. Vivian stated that the budget has been loaded into the Edmunds system. The abbreviated report reflects activity as of May 19, 2020 with 38% of the year passing. There are no issues at present.

**8. DIRECTOR'S REPORT**

- Lyn reviewed some of her process for preparing a plan for reopening the Library, including:
  - Meeting weekly with other MAIN Library directors
  - Attended a Demco-sponsored webinar "COVID-19: Safety Tips for Reopening Your Library."
  - Met with Township Health Officer Lucy Forgione.
  - Walked through the library with DPW workers to strategize. [Doug Roberts arrived 7:40]
- TOPCATS, the LibraryLinkNJ taskforce charged with exploring issues, strategies, and solutions relative to the reopening of libraries post COVID-19, has been collaborating with the New Jersey State Library, New Jersey Library Association, and other related organizations to develop guidelines describing best practices in various situations. The documents produced by this group have given foundational guidance.

- Lyn presented a PowerPoint summarizing the four phases of her Bernards Township Library Reopening Plan: preparing for reopening, operating with limited services, operating with expanded services, and operating in a new normal. Under each phase Lyn described implications for Safety and Security; Library Operations; and Services, Programming, and Patron Support.

## 9. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug Roberts
  - The Friends met May 11, 2020 and approved \$7,900 for Children's and Adult programming.
  - The Friends will be mailing their Annual Fund Drive appeal letter soon.
- B. Land and Building—Jack Brull  
No report
- C. Legislation & Advocacy—Mary Jane McNally  
No report
- D. Personnel—Mary Jane McNally, Cynthia Yin  
No report
- E. Strategic Plan—Vivian Pagoulatos, Jack Brull  
No report
- F. Technology—Karen Kogut  
No report
- G. Township Committee Liaison—Joe Esposito  
Joe reported that the Township is continuing to cooperate with investigators exploring the recent Township computer network hacking.

## 10. OLD BUSINESS

Doug Roberts reported that the Policy Committee met regarding the Patron Behavior Policy and will have a proposed revision for the Board next month.

## 11. NEW BUSINESS

**MOTION 20-27** was made by MaryJane McNally and seconded by Karen Kogut to approve the provisional Bernards Township Library Reopening Plan as presented with the understanding that details will be supplied with guidance from the appropriate sources as conditions change, giving the Director the authority to implement the plan and adjust as necessary. With a roll call vote, the motion passed 9-0-0.

## 12. PUBLIC COMMENT

There were no members of the public present.

## 13. ADJOURNMENT

- **MOTION 20-28** was made by Zina Pozner and seconded by Doug Roberts to adjourn the meeting at 8:14 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 24, 2020.