

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
June 24, 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, Vivian Pagoulatos, Zina Pozner, and Cynthia Yin

Also Present: Lyn Begraft, Karen Andriolo

5. APPROVAL OF MINUTES

MOTION 20-29 was made by Zina Pozner and seconded by Cynthia Yin to approve the minutes of the May 27, 2020 regular meeting as written. The motion passed unanimously.

6. PRESIDENT'S REPORT

- Kippy announced that the New Jersey Library Trustee Association has cancelled its annual fall institute and will explore offering online PD options.
- The Financial Committee (Kippy, Vivian, and Zina) will meet to allocate the reserve funds that have rolled over from two years ago.

7. DIRECTOR'S REPORT

Lyn announced that the state has given libraries permission to open beginning July 2, 2020. Guidance will be forthcoming.

8. TREASURER'S REPORT

Vivian stated that the abbreviated budget report reflects activity as of June 16, 2020 with 46% of the year having passed. There will be a more complete report available at the next meeting. Vivian mentioned some items that are reflected in the budget report, but there are no major issues at present.

9. COMMITTEE REPORTS

A. Friends of the Library Liaison—Doug Roberts
No report.

B. Land and Building—Jack Brull

Jack opened a discussion of the ongoing leaking roof. Lyn brought the Board up to date on the warranty repairs that have been completed and the plans for testing to see if this most recent repair will hold. Kippy stated that a longer-range approach to this issue will be considered by the Strategic Planning committee when it meets in July.

C. Legislation & Advocacy—Mary Jane McNally
No report

- D. Personnel—Mary Jane McNally, Cynthia Yin
MOTION 20-30 was made by MaryJane McNally and seconded by Cynthia Yin to adopt a resolution acknowledging the retirement of Peter Thurlow, Library Assistant—Adult Circulation and ILL. The motion passed unanimously.
- E. Strategic Plan—Vivian Pagoulatos, Jack Brull
Vivian reiterated that the Strategic Plan Committee (Vivian, Jack, and Kippy) will meet in July to look at several major issues including the capital reserve study.
- F. Technology—Karen Kogut
Karen Kogut brought forward the topic of self-check-out, a project that the Board had begun to investigate but had to set aside. Karen Andriolo, Emerging Technology Librarian attended this segment of the meeting to answer any technical questions. Kippy asked for a discussion to see if the Board is interested in moving forward with this project. The Board is interested in gathering additional information to make an informed decision. Karen A., Karen K., Kippy, and Lyn will meet to draft a more complete proposal for next month's meeting. The proposal would compare implementation methods and answer questions relating to costs, time estimates, number of work hours, and COVID-related restrictions.
- G. Township Committee Liaison—Joe Esposito
Joe reported that the Town Hall opened for business this week.

10. OLD BUSINESS

- Lyn updated the Board on the Library's Reopening Plan:
 - The book drops were reopened Monday, June 22. Returns have been coming in at a steady, not overwhelming rate. Material is being set aside for 72 hours (as recommended by the CDC) before being checked in.
 - Beginning Monday, June 29, the library will offer curbside pickup.
 - The state will permit libraries to reopen as of July 2. However, because of the Independence Day Holiday, Bernards Township Library will reopen Monday, July 6. The staff is working on developing and refining practices to meet the published guidelines and health department directives.
- Doug Roberts presented the revised Patron Behavior Policy and, with some minor editorial changes, the Board agreed that the policy should be submitted for attorney review and be voted on at the July meeting.

11. NEW BUSINESS

- Lyn drew the Board's attention to several additions and updates to existing library policies that were developed address the safety of staff and patrons during the pandemic.
- **MOTION 20-31** was made by Jack Brull and seconded by Doug Roberts to submit the revised Patron Behavior policy and umbrella COVID-19 policy updates for attorney review before being voted on at next month's Board meeting. With a roll call vote, the motion passed 9-0-0.

12. PUBLIC COMMENT

Public comment was made regarding the patron behavior policy and timely posting of the meeting agenda on the Township website.

13. ADJOURNMENT

- **MOTION 20-32** was made by Joe Esposito and seconded by Vivian Pagoulatos to adjourn the meeting at 8:40 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., July 29, 2020.