

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
November 18, 2020**

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:30 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 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, Vivian Pagoulatos, Zina Pozner, Doug Roberts, and Cynthia Yin [7:35]

Absent:

Also Present: Lyn Begraft

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 20-55 was made by Zina Pozner and seconded by Doug Roberts to approve the minutes of the October 28, 2020 regular meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Doug Roberts agreed to chair the Board Nominating Committee. As specified in the bylaws, Treasurer Vivian Pagoulatos and Secretary Mary Jane McNally will also serve on the committee that will present a proposed slate of officers at the December meeting to be voted on at the January reorganization meeting.
- Kippy polled Board members regarding changing the date for the December meeting. The Board agreed to meet on December 16, 2020 in lieu of the December 30, meeting. [Cynthia Yin arrived 7:35]
- A November Trustee Check-In webinar is scheduled for Thursday, November 19, 2020. Any trustee who is able to attend should tell Lyn Begraft so the hours will be counted toward the state's annual professional development requirement for members of the Board of Trustees.
- Sessions from the October 17, 2020 New Jersey Library Trustee Institute are on the BTL Trustee website.
- Kippy will call a meeting of the Personnel committee in December to review succession planning.

8. DIRECTOR'S REPORT

- Lyn reported that the recently added services, Sunday curbside pickup service and Teen Room browsing access, have been well received. The counts are increasing as word gets out.
- Budget preparation is underway. Lyn will be meeting with Chief Financial Officer Sean McCarthy soon.

9. TREASURER'S REPORT

Vivian noted that the budget report reflects activity as of November 10, 2020. With 86% of the year having passed and 77% of the budget having been spent, we are roughly on target. Because of the pandemic, some lines may not be spent completely. The meters will be checked as part of investigating the anomaly in the Heating Fuel line.

10. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug Roberts
- The Friends' Annual Fund Drive is on par with last year, having raised \$14,000 to date. The Friends plan to send out reminders to past donors.
 - The Friends met November 9, 2020 and allocated \$9,000 to fund library programming requests.
- B. Land and Building—Jack Brull
- Jack reported that he, Lyn, Jorge Casacuberta, Tom Nicoletti, and Ryan Wallace walked the building inside and out to ascertain the state of the plant. He and Lyn shared a slide show of the most immediately pressing items including: front entrance fascia, skylight roof cover wall, retaining wall, cactus area roof leak, eastern border fence, and the parking lot. Jorge will be at the December 16 meeting to answer questions.
- C. Legislation & Advocacy—MaryJane McNally
- The State Library announced the 38 successful projects that were recommended to be funded through the Library Construction Bond Act. The State Legislature unanimously approved funding these projects.
- D. Personnel—MaryJane McNally, Cynthia Yin
- MOTION 20-56** was made by Vivian Pagoulatos and seconded by Karen Kogut to adopt a resolution acknowledging the hiring of Margaret Aloisio, part-time Library Assistant, Adult Circulation, 12 hours/week, starting November 24, 2020. The motion passed unanimously.
- E. Strategic Plan—Vivian Pagoulatos, Jack Brull
- Included in Land and Building report.
- F. Technology—Karen Kogut
- The selfCheck project is well underway. The Township has prepared the Purchase orders for SHI (equipment) and bibliotheca (tagging). Library staff will meet with bibliotheca to determine a more exact timeline and implementation plan.
 - The MAIN mobile app will be rolled out soon. Beta testers are reporting a good experience so far.
- G. Township Committee Liaison—Joe Esposito
- Joe described the balance that the Township is trying to strike when supporting struggling businesses and responding to residents' concerns.

11. OLD BUSINESS

There was no Old Business.

12. NEW BUSINESS

MOTION 20-57 was made by Doug Roberts and seconded Cynthia Yin to approve the Library closing Wednesday, December 23, 2020 at 3:00 pm. With a roll call vote, the motion passed 9-0-0.

13. PUBLIC COMMENT

There was no public comment.

14. ADJOURNMENT

- **MOTION 20-58** was made by Karen Kogut and seconded by Vivian Pagoulatos to adjourn the meeting at 8:06 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., December 16, 2020.