

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
December 16, 2020**

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:31 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 Public 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, and Doug Roberts

Absent: Zina Pozner and Cynthia Yin

Also Present: Lyn Begraft and Jorge Casacuberta

5. PRESENTATION OF BUILDING MAINTENANCE PROJECTS

- Jorge Casacuberta, Bernards Township Director of Public Works, outlined numerous building maintenance projects that his Department does for the Library. Some of these jobs are performed daily; others are done on a weekly, seasonal, or as needed basis.
- When asked by Board members about the Library building's outstanding needs, Jorge responded that the leaky roof was the most pressing followed by the front entrance fascia.

6. PUBLIC COMMENT

There was public comment regarding the leaky roof and length of time for in-person visits to the Library.

7. APPROVAL OF MINUTES

MOTION 20-59 was made by Vivian Pagoulatos and seconded by Doug Roberts to approve the minutes of the November 18, 2020 regular meeting as written. The motion passed unanimously.

8. PRESIDENT'S REPORT

Kippy reminded the Board that the State Library monthly Trustee Check-In webinar is scheduled for Thursday, December 17, 2020. Any trustee who is able to participate 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.

9. DIRECTOR'S REPORT

Lyn reported that the Library's services, Sunday curbside pickup service and Teen Room browsing access, continue to be well received. To underscore this, she read a note from a grateful patron.

10. PRESENTATION OF 2021 SLATE BY NOMINATING COMMITTEE

Doug Roberts, Chair of the Board Nominating Committee, presented the following proposed slate of officers for 2021: President, Kippy Piedici; Treasurer, Vivian Pagoulatos; and Secretary MaryJane McNally. The slate will be presented for a vote at the Board's reorganization meeting in January.

11. TREASURER'S REPORT

- Vivian stated that the budget report reflects activity as of December 7, 2020. With 93% of the year having passed and 77% of the budget having been spent, we are roughly on target and will not have to dip into reserves to close out the year.
- Lyn will meet with Township CFO Sean McCarthy, Monday, December 21 to finalize the Library budget for 2021. Because of the extraordinary nature of 2020, 2019 was used as a guide for building the 2021 budget.

12. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug Roberts
No report.
- B. Land and Building—Jack Brull
Covered by Jorge Casacuberta's report.
- C. Legislation & Advocacy—MaryJane McNally
No report.
- D. Personnel—MaryJane McNally, Cynthia Yin
The personnel committee met Sunday, December 13 to review staffing levels and to discuss succession planning.
- E. Strategic Plan—Vivian Pagoulatos, Jack Brull
 - Jack discussed capital reserve funding and the need to gather millage projections in order to plan realistically. He, Kippy, and Lyn will meet with the mayor and CFO to see how to obtain the needed information.
 - Jack asked Jorge to comment on the retaining wall project.
- F. Technology—Karen Kogut
 - The selfCheck project is well underway. Karen K., Karen A., and Lyn met with the bibliotheca (tagging) and SHI (equipment) reps and the PM assigned to our project to review the equipment ordered and fine tune the implementation plan. Work is scheduled to start the first week of January and is expected to take approximately 5-6 weeks.
 - The MAIN app is ready for download. Early adopters are reporting a good experience so far.
- G. Township Committee Liaison—Joe Esposito
Joe reported that aside from COVID-19, the Township has had a quiet year.

13. OLD BUSINESS

There was no Old Business.

14. NEW BUSINESS

- **MOTION 20-60** was made by Jack Brull and seconded by Doug Roberts to approve the replacement of the lower level retaining wall by Research and Design Landscape, LLC at a cost not to exceed \$21,000. With a roll call vote, the motion passed 7-0-0.
- **MOTION 20-61** was made by Doug Roberts and seconded by Karen Kogut to continue waiving fines until the end of the first quarter of 2021. With a roll call vote, the motion passed 7-0-0.

15. PUBLIC COMMENT

There was public comment regarding charging fines.

16. ADJOURNMENT

- **MOTION 20-62** was made by Vivian Pagoulatos and seconded by MaryJane McNally to adjourn the meeting at 8:35 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees will be the annual reorganization meeting scheduled for 7:30 p.m., January 27, 2021.