

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
January 27, 2021**

1. CALL TO ORDER

Library Director Lyn Begraft 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 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, Lew Cohen, Joe Esposito, Emily Johnston, Karen Kogut, MaryJane McNally, Vivian Pagoulatos, Kippy Piedici, and Doug Roberts

Absent:

Also Present: Lyn Begraft

5. REPORT OF NOMINATING COMMITTEE

Nominating Committee Chair Doug Roberts reviewed the slate of officers first presented at the December 2020 meeting: President, Kippy Piedici; Treasurer, Vivian Pagoulatos; Secretary, Mary Jane McNally. The office of Vice President will remain unfilled at this time. With no nominations from the floor, the proposed slate of officers was adopted unanimously.

6. REORGANIZATION

7. PUBLIC COMMENT

There was a comment about the implementation of selfCheck.

8. APPROVAL OF MINUTES

MOTION 21-01 was made by Doug Roberts and seconded by Karen Kogut to approve the minutes of the December 16, 2020 meeting as written. With Lew Cohen and Emily Johnston abstaining, the motion passed unanimously.

9. PRESIDENT'S REPORT

- Kippy welcomed Lew Cohen and Emily Johnston to the Board. Dr. Cohen is completing Cynthia Yin's unexpired term that ends in 2024 and Ms. Johnston is starting a five-year term.
- Kippy underscored the value of the information presented in the monthly State Library Trustee Zoom Check-Ins. The next one is scheduled for tomorrow at 10:00 am.
- Kippy also alerted the Board to the NJLTA webinar, "The Johnson Act," scheduled for February 3, 2021 at 6:30 pm.

- Kippy outlined her priorities for the coming year which are: addressing the capital reserve issue, re-energizing The Friends of the Library group, and expanding the role of the Finance Committee.

10. DIRECTOR'S REPORT

- Lyn reported that she had met with new mayor, Janice Fields to give her a tour of the Library and give her an overview of Library services. The Mayor had an opportunity to observe staff in action
- Lyn also reported that Jorge Cascuberta, Bernards Township Director of Public Works, had made progress on building and grounds repair items. The concrete barriers have been installed on the side of the building and the gutter replacement will be completed in a week or two. Work on the lower-level parking lot retaining wall will start after paperwork has been completed.

11. TREASURER'S REPORT

Vivian reported that budget development is proceeding routinely. Based on established practice, the Library's budget lines will be populated in a few months.

12. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug Roberts
Doug agreed with the goal of re-energizing the Friends. The next Friends meeting will be Monday, February 8, 2021.
- C. Land and Building—Jack Brull
No report
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally
No report
- F. Strategic Plan—Vivian Pagoulatos, Jack Brull
Included in Capital Reserve Analysis discussion.
- G. Technology—Karen Kogut
Karen reported that selfCheck implementation is progressing apace. The project started January 11, 2021 and tagging is expected to be completed by February 12, 2021. To date, 50,000 items have been tagged. The next phase involves training staff on the patron kiosks.
- H. Township Committee Liaison—Joe Esposito
Joe stated that with the Township Committee reorganization Janice Fields is the new mayor. Budget meetings will begin early February.

13. OLD BUSINESS

There was no Old Business.

14. NEW BUSINESS

- **MOTION 21-02** was made by MaryJane McNally and seconded by Emily Johnston to adopt a resolution in compliance with the "Public Contracts Law and Regulations" confirming a contractual relationship with Baker & Taylor, Inc. for the purchase of books and other library materials for more than \$40,000.00 during 2021 and with

Biblioteca, Inc. for the purchase of ebooks and other library materials for more than \$40,000.00 during 2021. With a roll call vote, the motion passed 9-0-0.

- **MOTION 21-03** was made by Vivian Pagoulatos and seconded by Lew Cohen to adopt the *Township of Bernards Employee Handbook of Personnel Policies and Procedures* as amended and re-adopted by the Township Committee on January 5, 2021 as the Employee Handbook for all Library employees. With a roll call vote, the motion passed 9-0-0.
- **MOTION 21-04** was made by Karen Kogut and seconded by Lew Cohen to certify the annual MAIN membership agreement. With a roll call vote, the motion passed 9-0-0.

15. CAPITAL RESERVE ANALYSIS

Jack Brull led the Board through a presentation on the Library's financial future. He outlined fiscal projections for the next 20 years drawing particular attention to the point when expenditures would exceed income. Jack suggested that a logical next step would be to engage in a conversation with Township CFO Sean McCarthy to establish a common base from which to continue discussions. The Board agreed with the suggested approach.

16. PUBLIC COMMENT

There was public comment regarding the Library's role as a community center and the desirability of putting selfCheck training on the website.

17. ADJOURNMENT

- **MOTION 21-05** was made by Vivian Pagoulatos and seconded by Emily Johnston to adjourn the meeting at 9:01 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., February 24, 2021.