

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
March 24, 2021**

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 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: Lew Cohen, Joe Esposito, Emily Johnston, Karen Kogut, MaryJane McNally, Vivian Pagoulatos, Kippy Piedici, and Doug Roberts

Absent: Jack Brull

Also Present: Lyn Begraft

5. PUBLIC COMMENT

There was no public comment

6. APPROVAL OF MINUTES

MOTION 21-09 was made by Doug Roberts and seconded by Lew Cohen to approve the minutes of the February 24, 2021 meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Kippy alerted the Board to the annual harassment training required of all government sponsored volunteer organizations. MaryJane will email Board members the link to the training. Certificates of completion are due back to MaryJane by April 30, 2021.
- Kippy told the Board that the New Jersey State Library will receive over \$3.9 million from the Institute of Museum and Library Services (IMLS) as part of the American Rescue Plan Act of 2021. The New Jersey Library Trustee Association (NJLTA) has sent a letter to the State Librarian urging that the \$3.9 million allocated to New Jersey libraries be distributed using the same, established formula that is used to distribute state aid.

8. DIRECTOR'S REPORT

- Lyn solicited the Board's comments on the streamlined format of the monthly report.
- Lyn presented graphic highlights of the Library's activity during 2020. Despite the challenges of COVID, use remained strong. Exploding digital usage and popular virtual programming reflected the flexibility and determination of the staff to provide uninterrupted service.
- Because the state has increased indoor capacity limits to 50%, the Library will be able to make some modifications to increase patron access:
 - April 1 - stop quarantining returned materials

- April 19 - eliminate appointments and allow 50% occupancy
- Reduce curbside pickup to 3 days
- Be open two additional hours a day Monday through Thursday.

9. COMMITTEE REPORTS

- A. Finance and Treasurer's Report—Vivian Pagoulatos
- Vivian reported that budget development is proceeding routinely and the Library's budget lines are being populated.
 - Going forward Vivian plans to present the financial report in a revised format that will be easier to read.
- B. Friends of the Library Liaison—Emily Johnston
Emily reported that she has begun learning about The Friends by meeting with Doug Roberts, the previous Board liaison, and Friends officers Noah Ginter and Joe Ryder. The Friends' next meeting will be May 2021.
- C. Land and Building—Jack Brull
- In Jack's absence Lyn reported that work on the retaining wall will begin Monday.
 - Tom Nicoletti of DPW is getting quotes for work on the building fascia near the front entrance.
- D. Legislation & Advocacy—MaryJane McNally
Included in President's report and New Business
- E. Personnel—Mary Jane McNally
No report
- F. Strategic Plan—Vivian Pagoulatos, Jack Brull
Vivian reported that the committee met and outlined a process and timeline for developing the strategic plan. The committee hopes to complete the plan by December 2021. Vivian presented a slide deck outlining the work completed so far and asked Board members to submit comments to her by March 31.
- G. Technology—Karen Kogut
Karen reported that selfCheck implementation has been a great success. Staff and patrons alike have responded very favorably.
- H. Township Committee Liaison—Joe Esposito
Joe remarked that the Township Budget has been introduced. One item of good news is that due to an increase in property valuation, the Library's allocation will be up approximately \$8,000.

12. OLD BUSINESS

- **MOTION 21-10** was made by Lew Cohen and seconded by Emily Johnston to extend the "free fine" policy until May 1, 2021. With a roll call vote, the motion passed 8-0-0.
- **MOTION 21-11** was made by Vivian Pagoulatos and seconded by Karen Kogut to approve payment in the amount of \$45,317.76 to bibliotheca for selfCheck expenditures. With a roll call vote, the motion passed 8-0-0.
- **MOTION 21-12** was made by Doug Roberts and seconded by Karen Kogut to approve payment in the amount of \$43,536.40 to SHI for selfCheck expenditures. With a roll call vote, the motion passed 8-0-0.

13. NEW BUSINESS

- **MOTION 21-13** was made by Vivian Pagoulatos and seconded by Lew Cohen to close the Library Saturday, April 3, 2021 for carpet and duct cleaning at a cost not to exceed \$8,000. With a roll call vote, the motion passed 8-0-0.
- Kippy announced that the state would be accepting a second round of grant applications for the Library Construction Bond Act (LCBA) allocating \$37.5 million in grants. She then recapped the state's experience with round one of LCBA applications. Kippy and Lyn reviewed the list of projects that the Library might consider submitting for a grant. The Board will need to review the documents and meet to make a decision before the next scheduled Board meeting.

14. PUBLIC COMMENT

There was public comment regarding the Library's reopening plan, the strategic plan, MAIN contract, and Library's possible LCBA application.

15. ADJOURNMENT

- **MOTION 21-1** was made by Vivian Pagoulatos and seconded by Karen Kogut to adjourn the meeting at 8:54 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., April 28, 2021.