

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
July 28, 2021**

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:33 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, Emily Johnston, Karen Kogut, Andrew McNally, MaryJane McNally, Vivian Pagoulatos, and Kippy Piedici

Absent: Doug Roberts

Also Present: Lyn Begraft

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 21-36 was made by Lew Cohen and seconded by Emily Johnston to approve the minutes of the June 30, 2021 meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

Kippy informed the Board that NJLTA's Zoom session with attorney Michael Cerone, "Library Boards and the New Jersey Open Public Meetings Act," is being offered tonight. Because of the conflict with our Board meeting, Kippy is trying to see if we would be able to access a recording of the session.

8. DIRECTOR'S REPORT

- Lyn reported that four staff members will be going on family/medical leave within the next few weeks. Both Lyn and the supervisors believe that they will be able to cover the absences with existing staff.
- Ellen Ryan, Supervising Librarian Children's Services, has interviewed candidates to fill the part-time vacancy in the Children's Library and will make a recommendation soon.
- Jorge Casacuberta, Director of Public Works; Will Gaddish, Project Coordinator Department of Public Works; and Lyn met with representatives of the new cleaning service that the Township has hired. They are scheduled to start next week.
- New State Librarian Jennifer R. Nelson will visit the Library August 24 as part of an effort to acquaint herself with New Jersey libraries and library consortia. She will be accompanied by Deputy State Librarian Peggy Cadigan and MAIN Executive Director, Phil Berg.

- Book Buggy, the outreach service to Ridge Oak, will run again on August 19.
- Lyn will meet with Health Officer Lucy Forgione to review library practices in light of the COVID-19 Delta variant.

9. COMMITTEE REPORTS

- A. Finance and Treasurer's Report—Vivian Pagoulatos
 - Vivian reported that 55 percent of the year has passed and Library spending is on trend at 57 percent.
 - The Finance Committee met to allocate the 2019 funds that have rolled over to the reserve account and recommends that the entire amount be allocated to Building Maintenance. **MOTION 21-37** was made by Vivian Pagoulatos and seconded by Lew Cohen to accept the committee's recommendation and allocate the entire \$38,980.58 to Building Maintenance - Line C05. With a roll call vote, the motion passed 8-0-0.
- B. Friends of the Library Liaison—Emily Johnston
The next Friends' meeting will be August 9. They will discuss supporting incentives to encourage completion of the Library's strategic plan survey.
- C. Land and Building—Jack Brull
Jack led the board in a discussion of the The Falcon Group's report regarding the Library's recurring roof leaks. The report outlined several areas of concern and recommended possible actions. Lyn, Kippy, and Jack will meet with Township Administrator Pat Monaco, CFO Sean McCarthy, and Township Committee person Andrew McNally on Monday to discuss how the Library and the Township can best proceed to address the matter.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally, Lew Cohen
Included in the Director's report
- F. Strategic Plan—Vivian Pagoulatos, Lew Cohen
 - Vivian reviewed the revised Market Research/Community Survey and entertained suggestions. **MOTION 21-38** was made by Jack Brull and seconded by Lew Cohen to approve the revised survey with modifications. With a roll call vote, the motion passed 8-0-0. Before it goes live, Vivian will share the final version of the survey with the Board.
 - The timeline still calls for completing the survey by the end of September and conducting focus groups and identifying strategic initiatives by the end of October. Vivian asked for suggestions regarding distribution strategies and employing volunteers.
- G. Technology—Karen Kogut
No report
- H. Township Committee Liaison—Andrew McNally
No report

10. OLD BUSINESS

There was no Old Business.

11 NEW BUSINESS

There was no New Business

12. PUBLIC COMMENT

There was public comment regarding addressing the roof leak issues.

13. ADJOURNMENT

- **MOTION 21-39** was made by Vivian Pagoulatos and seconded by Karen Kogut to adjourn the meeting at 8:53 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., August 25, 2021. The location will be determined closer to the meeting date.