

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
January 26, 2022**

1. CALL TO ORDER

Library Director Lyn Begraft called the meeting to order at 7:30 p.m. via Zoom.

2. SUNSHINE LAW REMINDER

Pursuant to the Open Public Meetings Act of 1975, notice of this meeting has been given in the annual meeting notice sent to the Bernardsville News, Whippany, NJ and the Courier News, Bridgewater, NJ, on December 2, 2021, posted on the front and rear doors of the library (32 South Maple Avenue, Basking Ridge, NJ), filed with the Bernards Township municipal clerk, and posted on the library's and township's websites. The public may participate in this meeting only during the public portion, which takes place at the beginning and near the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the President, you will unmute your microphone/video. Members of the public who are attending via phone call must hit *9 on their phone keypad to raise their hand to be recognized. Upon recognition by the President, they can unmute/mute their audio on their phone keypad. Individuals addressing the Board must give their name and address in an audible tone and will have 5 minutes to make their statement.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Present: Vyoma Anne, Janice Fields, Emily Johnston, Lori Kendis, Karen Kogut, MaryJane McNally, Vivian Pagoulatos, and Jane Zhang

Absent:

Also Present: Lyn Begraft

5. REPORT OF NOMINATING COMMITTEE

Nominating Committee member MaryJane McNally reviewed the slate of officers first presented at the December 2021 meeting: President, Emily Johnston; Treasurer, Vivian Pagoulatos; and Secretary, Mary Jane McNally. With no nominations from the floor, the proposed slate of officers was adopted unanimously.

6. REORGANIZATION

7. PUBLIC COMMENT

There was a comment congratulating Emily on being selected President.

8. APPROVAL OF MINUTES

MOTION 22-01 was made by Vivian Pagoulatos and seconded by Karen Kogut to approve the minutes of the December 15, 2021 meeting as written. With Vyoma Anne, Janice Fields, Lori Kendis, and Jane Zhang abstaining, the motion passed unanimously.

9. PRESIDENT'S REPORT

- Emily expressed her thanks at being named President and outlined some of the major initiatives that the Library will be addressing this year. Among them are:
 - The \$95,042.50 grant that the Library was awarded in the second round of the 2021 New Jersey Library Construction Bond Act competition
 - The recently adopted Strategic Plan.
- Emily welcomed four new members to the Board: Vyoma Anne, Janice Fields, Lori Kendis, and Jane Zhang. Ms Anne is completing Lew Cohen's unexpired term that ends in 2024, Ms Fields is starting a one-year term as the Township Committee Liaison, Ms Kendis is completing Jack Brull's term that ends in 2023, and Ms. Zhang is starting a five-year term.
- Emily underscored the value and importance of the training opportunities offered by the New Jersey Library Trustee Association (NJLTA) and the State Library. NJLTA's New Trustee Training Institute will be offered via Zoom Tuesday, February 22, 2022 at 7:00 pm and Saturday, February 26, 2022 at 10:30 am. More detailed information will be sent to the Board soon. NJLTA also offers monthly Trustee Zoom Check-Ins that focus on timely topics. These sessions are recorded and made available afterward on YouTube.
- Before the next Board meeting, Emily will survey Board members regarding their preferred committee assignments. In addition to the five standing committees, there will be a Policy Committee and a Liaison to the Friends of the Library.
- Before the next Board meeting, Emily will also survey Board members regarding their preference to continue meeting via Zoom or to resume meeting in person.

10. DIRECTOR'S REPORT

- Lyn reported that she had Zoomed with the new trustees to introduce them to the Trustee Portal. She also invited them to visit the Library for a tour and overview of Library services.
- Lyn observed that despite COVID-19 associated challenges, staffing levels are stable.
- In addition to being a Member-at-Large for the Morris Area Information Network (MAIN) Board of Directors, Lyn has been appointed to the Finance Committee.

11. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos
Vivian reviewed the structure of the budget and reported that budget development is proceeding routinely. Based on established practice, the Library's 2022 budget lines will be populated in a few months.
- B. Friends of the Library Liaison—
The next Friends meeting will be Tuesday, February 8, 2022 at 5:30 pm.
- C. Land and Building—
 - Lyn summarized three major building projects that the Library is focusing on: fascia repair, roof leak evaluation, and bathroom clogging.
 - Janice reported that Ryan Wallace is the new Director of Public Works.
- D. Legislation & Advocacy—MaryJane McNally
No report

- E. Personnel—Mary Jane McNally
 - **MOTION 22-02** was made by Vivian Pagoulatos and seconded by Karen Kogut to acknowledge the retirement of Debra Merghart, Library Bookkeeper. The motion passed unanimously.
 - **MOTION 22-03** was made by Vivian Pagoulatos and seconded by Karen Kogut to acknowledge the hiring of Lori Zrebiec, part-time Library Assistant - Public Relations, Communications. The motion passed unanimously.
 - **MOTION 22-04** was made by Jane Zhang and seconded by Lori Kendis to acknowledge the hiring of Susan Sample-Duffy, part-time Library Assistant – Children’s Services. The motion passed unanimously.

- F. Technology—Karen Kogut
No report

- H. Township Committee Liaison—Janice Fields
Janice expressed her eagerness to serve on the Board and thanked Lyn for her dedication to the Library.

12. OLD BUSINESS

There was no Old Business.

13. NEW BUSINESS

- **MOTION 22-05** was made by Vivian Pagoulatos and seconded by Jane Zhang 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 \$44,000.00 in 2022; and with Biblioteca, Inc. for the purchase of ebooks and other library materials for more than \$44,000.00 in 2022; and with OverDrive, Inc. for the purchase of ebooks and other library materials for more than \$44,000.00 in 2022. With a roll call vote, the motion passed 8-0-0.
- **MOTION 22-06** was made by Jane Zhang and seconded by Vivian Pagoulatos to adopt the *Township of Bernards Employee Handbook of Personnel Policies and Procedures* as amended and re-adopted by the Township Committee on January 4, 2022 as the Employee Handbook for all Library employees. The motion passed unanimously.
- **MOTION 22-07** was made by Karen Kogut and seconded by Lori Kendis to certify the annual MAIN membership agreement. With a roll call vote, the motion passed 8-0-0.

14. PUBLIC COMMENT

There was public comment regarding the Library’s building issues.

15. ADJOURNMENT

- **MOTION 22-08** was made by Vivian Pagoulatos and seconded by Karen Kogut to adjourn the meeting at 8:10 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., March 2, 2022. The location will be determined closer to the meeting date.