

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
March 30, 2022**

**1. CALL TO ORDER**

President Emily Johnston called the meeting to order at 7:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. SUNSHINE LAW REMINDER**

In accordance with the requirements of the Open Public Meetings Law of 1975, notice of the meeting was posted on the bulletin board in the Reception Hall of the Municipal Building, Collyer Lane, Basking Ridge and the Bernards Township Library Public Notices bulletin board; was mailed to *The Bernardsville News*, Whippany, and the *Courier News*, Somerville; was filed with the Township Clerk; and was posted on both the Township's website and the Library's website.

**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. PUBLIC COMMENT**

There was public comment on building issues in progress.

**6. APPROVAL OF MINUTES**

**MOTION 22-13** was made by Janice Fields and seconded by Karen Kogut to approve the minutes of the February 2, 2022 meeting as written. The motion passed unanimously.

**7. PRESIDENT'S REPORT**

- Emily greeted the members of the Board at its first in-person meeting since February 2020.
- Emily mentioned that it is time for Lyn's annual performance review.

**8. DIRECTOR'S REPORT**

Lyn reported that she submitted the library's annual New Jersey Public Library Statistical Report to the State Library. She distributed an Infographic depicting a snapshot of the Library's activity in 2021. Despite the significant challenges posed by the continuing COVID-19 pandemic, the Library posted impressive circulation, ILL, and program attendance numbers.

**9. COMMITTEE REPORTS**

A. Finance and Treasurer—Vivian Pagoulatos

- Vivian drew the Board's attention to the final 2021 budget report. The few budget lines showing spending in excess of expectations were accounted for.

- Spending in 2022 is following a typical pattern - 20% of the year has passed and 14% of the budget has been spent.
- Vivian reported that the Library's fully populated 2022 budget will be approved by the Township Committee at its April 26, 2022 meeting.

B. Friends of the Library Liaison—Jane Zhang

Jane reported that the Friends will meet Monday, April 4, 2022.

C. Land and Building—Vyoma Anne

- Vyoma, Vivian, Janice, Emily, and Lyn met with Ryan Wallace, Director of Public Works, to review progress on existing projects and set priorities for future work. Vivian shared a list of the projects in various stages of completion.
- **MOTION 22-14** was made by Janice Fields and seconded by Karen Kogut to approve work on the fascia repair at a cost not to exceed \$30,000. With a roll call vote, the motion passed 8-0-0.
- **MOTION 22-15** was made by Lori Kendis and seconded by Jane Zhang to approve replacement of the gutters at a cost not to exceed \$12,000. With a roll call vote, the motion passed 8-0-0.
- **MOTION 22-16** was made by Karen Kogut and seconded by Lori Kendis to approve installation of security cameras at a cost not to exceed \$5,000. With a roll call vote, the motion passed 8-0-0.

D. Legislation & Advocacy—MaryJane McNally

No report

E. Personnel—Mary Jane McNally

No report

F. Policies and Procedures—Karen Kogut

Karen met with Lyn to review existing policies and to set priorities for those in need of attention.

G. Technology—Karen Kogut

No report

H. Township Committee Liaison—Janice Fields

Janice assured the Board that she is mindful of the Board vacancy and she is continuing to look for someone who can best serve the Board's needs.

**10. OLD BUSINESS**

Lyn reviewed the progress made on the Library's acceptance of the grant awarded in the second round of the New Jersey Library Construction Bond Act competition. **MOTION 22-17** was made by Vivian Pagoulatos and seconded by Vyoma Anne to adopt a resolution approving the project and authorizing the execution of the Grant Agreement. With a roll call vote, the motion passed 8-0-0. This formalizes the Board's intention to proceed.

**11. NEW BUSINESS**

**MOTION 22-18** was made by Janice Fields and seconded by Jane Zhang to close the library on Saturday, April 16, 2022 for carpet and duct cleaning. With a roll call vote, the motion passed 8-0-0.

**14. PUBLIC COMMENT**

There was no public comment.

**15. ADJOURNMENT**

- **MOTION 22-19** was made by Vivian Pagoulatos and seconded by Karen Kogut to adjourn the meeting at 8:15 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 27, 2022 at the Library.