

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
April 27, 2022**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:33 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 [arr. 7:36]

Also Present: Lyn Begraft

5. PUBLIC COMMENT

There was public comment on the director's relocation.

6. APPROVAL OF MINUTES

MOTION 22-20 was made by Lori Kendis and seconded by Karen Kogut to approve the minutes of the March 30, 2022 meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Emily expressed her regret at Lyn's announced relocation.
- Emily reported that the Library will have a table at Charter Day, May 21, 2022.

8. DIRECTOR'S REPORT

- Lyn announced that June 2, 2022 will be her last day at Bernards Township Library.
- Staff evaluations are under way and will be completed by the end of May.
- Program Coordinator Maureen Norton has started planning for a Fall semester of Leisure Learning.

9. COMMITTEE REPORTS

A. Finance and Treasurer—Vivian Pagoulatos

- Vivian shared the fully populated 2022 budget that had been approved by the Township Committee the previous night, April 26, 2022.
- Spending in 2022 is following a typical pattern - 32% of the year has passed and 36% of the budget has been spent.
- Lyn reviewed the budget with the Board explaining the purpose of various lines.

- B. Friends of the Library Liaison—Jane Zhang
 - Jane reiterated Emily's comment about the Friends' presence at Charter Day.
 - Once again, the Friends will mail their fundraising letter to the entire township.
- C. Land and Building—Vyoma Anne
 - Vivian reported that she, Emily, and Lyn met with Ryan Wallace, Director of Public Works, to review progress on various projects. They are in the process of procuring quotes for fascia repair and gutter replacement.
 - Other projects are in the planning or information-gathering stage.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally
Included it he Director's report.
- F. Policies and Procedures—Karen Kogut
Karen and Lyn met to review and revise existing policies.
 - **MOTION 22-21** was made by Vivian Pagoulatos and seconded by Jane Zhang to reaffirm the Patron Service Policy. With a roll call vote, the motion passed 8-0-0.
 - **MOTION 22-22** was made by Vivian Pagoulatos and seconded by Vyoma Anne to reaffirm the Delegation of Responsibility Policy. With a roll call vote, the motion passed 8-0-0.
 - **MOTION 22-23** was made by Janice Fields and seconded by Karen Kogut to adopt a revised Circulation Policy. With a roll call vote, the motion passed 8-0-0.
 - **MOTION 22-24** was made by Lori Kendis and seconded by Jane Zhang to adopt a revised Tangible Gifts Policy. With a roll call vote, the motion passed 8-0-0.
 - **MOTION 22-25** was made by Janice Fields and seconded by Vyoma Anne to rescind the Printing Policy and adopt a revised Computer, Internet, and Printing Acceptable Use Policy. With a roll call vote, the motion passed 8-0-0.
 - **MOTION 22-26** was made by Lori Kendis and seconded by Karen Kogut to rescind the Staff Laptop User Agreement and adopt a revised Staff Device User Policy. With a roll call vote, the motion passed 8-0-0.
- 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. She also offered her assistance and that of the Township Human Resources Officer with the Director search process.

10. OLD BUSINESS

There was no old business.

11. NEW BUSINESS

There was no new business.

14. PUBLIC COMMENT

There was public comment regarding the Library's outside sign.

15. ADJOURNMENT

- **MOTION 22-27** was made by Vivian Pagoulatos and seconded by Vyoma Anne to adjourn the meeting at 8:35 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., May 25, 2022 at the Library.