

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
May 25, 2022**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:32 p.m. in the Bernards Township Library Program Room B.

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: Emily Johnston, Lori Kendis, Karen Kogut, MaryJane McNally, and Jane Zhang

Absent: Vyoma Anne, Janice Fields, and Vivian Pagoulatos

Also Present: Lyn Begraft

5. PUBLIC COMMENT

There was no public comment.

6. PRESENTATION FROM TOWNSHIP CFO, SEAN MCCARTHY

Township CFO Sean McCarthy presented an informative overview of the Library's funding and budgeting process including the following items:

- the Library's major funding sources,
- the Township's and Library's budget development timeline,
- the structure of the Detail Budget Account Status Report produced by Edmunds, and
- an explanation of the Township chargebacks.

7. APPROVAL OF MINUTES

- **MOTION 22-32** was made by Lori Kendis and seconded by Jane Zhang to approve the minutes of the April 27, 2022 meeting as written. The motion passed unanimously.
- **MOTION 22-33** was made by Lori Kendis and seconded by Karen Kogut to approve the minutes of the May 13, 2022 special meeting as written. The motion passed unanimously with Jane Zhang abstaining.

8. PRESIDENT'S REPORT

Emily's report is included in the Friends and Old Business.

9. DIRECTOR'S REPORT

Lyn thanked everyone for their support during her tenure at Bernards Township Library, especially during the last month.

10. COMMITTEE REPORTS

A. Finance and Treasurer—Vivian Pagoulatos

- In Vivian's absence, Lyn reported that spending in 2022 is following a typical pattern - 36% of the year has passed and 61% of the budget has been spent.
- Lyn advised the Board that the General Plant Expense line is one that will need to be watched closely.

B. Friends of the Library Liaison—Jane Zhang

- Jane and Emily reported that the Friends had a successful presence at Charter Day.
- Emily stated that the Hanging Basket sale will be completed Saturday, June 4, 2022.

C. Land and Building—Vyoma Anne

Emily and Lyn met with Ryan Wallace, Director of Public Works, and Will Gaddish, Public Works Project Coordinator to review progress on various projects.

- **MOTION 22-34** was made by Lori Kendis and seconded by Jane Zhang to approve hiring New Jersey Siding and Windows to perform needed fascia repair at a cost not to exceed \$28,000 from account 2-01-LI-R01-C05. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-35** was made by Lori Kendis and seconded by Karen Kogut to approve hiring Accent Group to perform gutter repair at a cost not to exceed \$11,500 from account 2-01-LI-R01-C05. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-36** was made by Jane Zhang and seconded by Lori Kendis to approve the purchase and installation of needed security cameras by Central Jersey Security Cameras at a cost not to exceed \$4,800 from account 2-01-LI-R01-C05. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-37** was made by Lori Kendis and seconded by Jane Zhang to approve the Library's participation in the PSE&G Energy Efficient Program at a cost not to exceed \$15,000 from account 2-01-LI-R01-C05. With a roll call vote, the motion passed 5-0-0.

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D. Legislation & Advocacy—MaryJane McNally

No report

E. Personnel—MaryJane McNally

- Jean Simone, Part-time Library Technician - Technical Services, will be retiring this summer. When the position is posted, it will be for 19 hours/week instead of 28.
- **MOTION 22-38** was made by MaryJane McNally and seconded by Lori Kendis to remove the resolution hiring Cynthia Czesak, part-time Interim Library Director from the agenda. With a roll call vote, the motion passed 5-0-0.

F. Policies and Procedures—Karen Kogut

Karen and Lyn met to review and revise existing policies.

- **MOTION 22-39** was made by Karen Kogut and seconded by Lori Kendis to rescind the following policies: Use of the Bernards Township Library Historical Room and Use of the Library for Profit-Making Services. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-40** was made by Lori Kendis and seconded by Jane Zhang to reaffirm the following policies: Public Comments at Library Board Meetings, Patron Behavior, Copyright, Display Cases, and Confidentiality of Library Records. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-41** was made by Lori Kendis and seconded by Jane Zhang to adopt a revised Discarding Library Materials Policy. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-42** was made by Lori Kendis and seconded by Karen Kogut to adopt a revised Policy on Unattended Children. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-43** was made by Lori Kendis and seconded by Karen Kogut to adopt a revised Policy on Use of Program Rooms by Community Groups and Organizations. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-44** was made by Lori Kendis and seconded by Jane Zhang to adopt a revised Exhibit Policy. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-45** was made by Jane Zhang and seconded by Lori Kendis to adopt a revised Policy on Sale of Items. With a roll call vote, the motion passed 5-0-0.
- **MOTION 22-46** was made by Jane Zhang and seconded by Lori Kendis to adopt a revised Public Health Crisis/Pandemic Policy. With a roll call vote, the motion passed 5-0-0.

G. Technology—Karen Kogut

No report

H. Township Committee Liaison—Janice Fields

No report

10. OLD BUSINESS

Emily gave a brief update on the Director Search. She reviewed the committee's progress to date and distributed a timeline for the next steps.

11. NEW BUSINESS

There was no new business.

14. PUBLIC COMMENT

There was public comment thanking Lyn for her service.

15. ADJOURNMENT

- **MOTION 22-47** was made by Jane Zhang and seconded by Lori Kendis to adjourn the meeting at 8:29 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., June 29, 2022 at the Library.