

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
August 28, 2019**

1. CALL TO ORDER

President Zina Pozner called the meeting to order at 7:30 p.m. in the Bernards Township Library Lower Level Conference Room.

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 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.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Present: Jack Brull, Joe Esposito, Karen Kogut, Mary Jane McNally, Vivian Pagoulatos, Kippy Piedici, Zina Pozner, Doug Roberts, and Cynthia Yin [arrived 7:33]

Absent:

Also Present: Ruth Lufkin

5. PUBLIC COMMENT

There were no members of the public present.

6. APPROVAL OF MINUTES

MOTION 19-34 was made by Kippy Piedici and seconded by Karen Kogut to approve the minutes of the June 26, 2019 meeting as written. With Doug Roberts abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

Zina stated that she had received a formal letter of resignation for the purposes of retirement from Ruth and, once again, offered her good wishes to Ruth as she plans her retirement. Zina also expressed her thanks to the search committee as it works to find a new director.

8. DIRECTOR'S REPORT

- Because the Board does not usually meet in August, there is no written Director's report. The September report will reflect the many activities that occurred during the summer.
- The Summer Reading program was a great success as reflected in these enrollment figures: Children 1,125; YA 203; and Adult 92. *The Bernardsville News* covered the closing celebration.
- Teens submitted 45 stories to the Suzanne Cutler Teen Creative Writing Contest. Former Township resident and YA author Caela Carter spoke at the wrap up celebration.

- Ruth alerted the Board to three continuing education opportunities:
 - “What Every Trustee Needs to Know Now,” Saturday, September 7.
 - MAIN will host a workshop, “Fresh Perspectives on Friend Raising,” 7:00 pm, October 2, 2019 at the Florham Park Public Library.
 - MAIN will host “Meet at MAIN” from 1:00 – 4:00 pm, October 29, 2019 at MAIN headquarters in Whippany. This open house will be an opportunity to meet MAIN staff and learn about its services.
- Long Hill Township Library will be closed on Sundays for the rest of year because of rising costs.

9. **TREASURER’S REPORT**—Kippy Piedici

- Kippy reported that 63% of year has passed and 67% of the budget has been spent and explained lines where the spending level might appear to differ from what would be expected.
- There will be an upcoming expense of \$1,900 to correct the placement of a smoke detector that the fire inspector has identified as hanging incorrectly. The location of the detector makes it particularly challenging to remove and relocate.

10. **COMMITTEE REPORTS**

- A. Friends of the Library Liaison—Doug
 - Doug reported that the Friends of the Library met August 12, 2019.
 - The Friends discussed ideas for increasing the number of people who respond to its Annual Fund Drive. This year the drive did raise the same amount as last year, \$18,000, with fewer responses.
 - The Friends voted to allocate \$10,000 for Leisure Learning chairs and approved funding for tables and chairs for the Library’s lower hallway.
- B. Land and Building—Cynthia Yin
Included in treasurer’s report
- C. Legislation & Advocacy—Mary Jane McNally
Mary Jane reported that implementation of the Library Construction Bond Act is creeping along. Public comment on proposed regulations will end August 30. To date, there is no language that would preclude Bernards Township Library from participating. It is anticipated that the application process will run through the end of the year. More clarification may be available either at NJLA’s “Experienced Directors Summit” or from NJLTA.
- D. Personnel—Mary Jane McNally
 - After interviewing five applicants for the full-time reference librarian position created by Madeleine Roese’s retirement, Ruth has hired Amy Pasquariello, who is currently serving as a part-time reference librarian. **MOTION 19-35** was made by Kippy Piedici and seconded by Vivian Pagoulatos to adopt a resolution acknowledging the hiring of Amy Pasquariello as Full-time Librarian—Reference. The motion passed unanimously.
 - Carol Hsu, part-time Library Assistant in the Children’s Library, will begin cataloging additions to the Chinese collection. Carol will track both the workflow and time involved. Ruth anticipates that it will be an hour or two a month.
- E. Strategic Plan—Kippy Piedici
 - Capital Reserve - The capital reserve study is waiting for the Falcon Group to respond.
 - Marketing - Lisa Fortunato has started work July 15 and is settling in well.
 - Technology - Ruth and Karen Andriolo are working to develop the RFP for the self-check project with the hope that the bid can be awarded by end of the year.

- F Technology—Karen Kogut
Included in the Strategic Plan report.
- G. Township Committee Liaison—Joe Esposito
The Township Committee's communication task force will present the results of the recent Vision 2020 surveys.

11. OLD BUSINESS

Kippy reported on the Director Search Committee process and progress.

- Pro Libra started to advertise July 22.
- Pro Libra conducted a roundtable with all available staff August 6 and followed up with those who were unable to attend.
- Pro Libra surveyed staff and key stakeholders to identify personal characteristics they are looking for in a library director.
- From the bank of questions provided by Pro Libra, Kippy and Mary Jane refined the questions for both the first and second round of interviews.
- Pro Libra will screen all applicants and forward the ones they deem suitable to the committee. To date there have been 25 applicants.
- The search committee will interview the 6 candidates put forward by Pro Libra September 4, 5, and 9. It will conduct the second round of interviews with the 2 or 3 finalists September 10-11. After the final interviews, Zina will join the committee's discussion.
- The search committee will bring a recommendation to the Board at the September meeting.

12. NEW BUSINESS

- **MOTION 19-36** was made by Kippy Piedici and seconded by Mary Jane McNally to move the September 25, 2019 Board meeting to September 18, 2019 in order to meet the optimal timeline for hiring a new Library Director. The motion passed unanimously.
- **MOTION 19-37** was made by Kippy Piedici and seconded by Vivian Pagoulatos to adjourn the meeting at 8:51 pm. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., September 18, 2019