

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
February 27, 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, Mary Jane McNally, Vivian Pagoulatos, Kippy Piedici, Zina Pozner, and Cynthia Yin

**Absent:** Karen Kogut

**Resigned:** Richard Mazzio

**Also Present:** Ruth Lufkin

**5. PUBLIC COMMENT**

There were no members of the public present.

**6. APPROVAL OF MINUTES**

**MOTION 19-06** was made by Kippy Piedici and seconded by Jack Brull to approve the minutes of the January 30, 2019 meeting as written. With Vivian Pagoulatos abstaining, the motion passed unanimously.

**7. PRESIDENT'S REPORT**

- Zina reported that Rich Mazzio has resigned from the Board. Zina thanked Rich for his willingness to serve the Library and wished him well.
- Zina distributed a revised list of committee appointments and solicited volunteers to fill the slots left by Rich's departure until his replacement is appointed.
- Because of Monday's widespread power outage, the Library was closed all day. Power was restored late in the afternoon and the Library resumed a normal schedule on Tuesday, February 26.
- Zina called the Board's attention to an email from Ruth listing trustee training opportunities offered by the New Jersey Library Trustees Association (NJLTA). Zina encouraged Board members to avail themselves of one of these sessions presented in part by attorney Michael Cerone. Attendees will earn credit toward the Library's annual training requirement.

## 8. DIRECTOR'S REPORT

- Ruth asked the Board to make note of items she highlighted in her monthly report.
- The weather has not been kind to the Library's schedule this month, causing the library to close early Tuesday, February 12 and Wednesday, February 20. In addition, a power outage meant that the library was closed all day Monday, February 25.
- Thanks to hard work by Library staff, the Annual Report to the State Library has been completed and will be submitted tomorrow ahead of the deadline. This report is used to determine the Library's Per Capita State Aid.
- Ruth briefly reported on some personnel issues:
  - Matt Finnie has been hired for the eight-hour a week Library Assistant position.
  - Part-time Reference Librarian Jeff Gutkin has taken a full-time position that limits his ability to work his current schedule. For the time being, reference staff will cover his hours internally and reassess in a few weeks.
- The VITA program coordinator provided training for reference staff regarding changes in the tax law.
- Ruth passed around sets of coins from Taiwan that the Books for Taiwan organization donated to the Library for distribution in celebration of Lunar New Year.

## 9. TREASURER'S REPORT

- The full 1/3 mil allocation of \$2,400,487 from the Township Committee has been made available to the Library but the individual budget lines have not been populated yet.
- The Finance committee will meet in March to review the reserve allocation.

## 10. COMMITTEE REPORTS

### A. Friends of the Library Liaison—

- Ruth reported that the Friends met Monday, February 11. They discussed their plans for Charter Day, May 18 and their Annual Fund Drive.
- The Friends have generously agreed to purchase two copy machines: one for patrons and one for the administrative office. Both machines have been ordered.

### B. Land and Building—Cynthia Yin

UniTemp is investigating a problem with one of the HVAC units that did not come back on after the power outage Monday, February 25.

### C. Legislation & Advocacy—Mary Jane McNally

The Library Link NJ Executive Board voted to continue the Cooperative. The State Library has committed \$1.84 million to fund Library Link NJ through FY2020. The Cooperative's staff and board is finalizing exactly what services will be maintained and how they will be implemented.

### D. Personnel—Mary Jane McNally

**MOTION 19-07** was made by Mary Jane McNally and seconded by Kippy Piedici to adopt a resolution acknowledging the appointment of Matthew Finnie as a part-time Library Assistant—Adult Circulation, effective March 14, 2019. With a roll call vote, the motion passed 7-0-0.

### E. Strategic Plan—Kippy Piedici

- Kippy thanked Vivian for volunteering to join the Strategic Planning Committee.
- The committee will meet in March to review the current strategic plan and bring a proposal back to the Board for further discussion and direction.

- F Technology—Karen Kogut  
Ruth reported for Karen that the Technology Committee met yesterday to review the recent computer installations and the tech center class offerings.  
Vivian Pagoulatos and Jack Brull reported positively on '5 Ways Today's Library Benefits YOU!' They attended this program offered on 2/19/2019 for Township employees. Karen Andriolo, Ellen Ryan and Ruth were the presenters.
- G. Township Committee Liaison—Joe Esposito  
Joe stated that the budget process is under way. He has met with Township Administrator Pat Monaco and Chief Financial Officer Sean McCarthy.

#### **11. OLD BUSINESS**

There was no old business.

#### **12. NEW BUSINESS.**

- **MOTION 19-08** was made by Cynthia Yin and seconded by Kippy Piedici to close the Library on Saturday, April 20 to facilitate the cleaning of the HVAC ducts (4/19/19) and the carpet (4/20/19) if the vendor schedule allows. The motion passed unanimously.
- **MOTION 19-09** was made by Vivian Pagoulatos and seconded by Cynthia Yin to adjourn the meeting at 8:35. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., March 27, 2019.