

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
March 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 [arrived 7:33], Karen Kogut, Mary Jane McNally, Kippy Piedici, Zina Pozner, Doug Roberts, and Cynthia Yin

Absent: Vivian Pagoulatos

Also Present: Ruth Lufkin

5. PUBLIC COMMENT

There were no members of the public present.

6. APPROVAL OF MINUTES

MOTION 19-10 was made by Kippy Piedici and seconded by Jack Brull to approve the minutes of the February 27, 2019 meeting as written. With Karen Kogut and Doug Roberts abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

- Zina welcomed Doug Roberts to the Board. Doug is filling the unexpired term of Richard Mazzio, who resigned recently. Zina asked Doug to join the Personnel Committee and serve as the Board's Liaison to the Friends.
- Zina encouraged Board members to participate in the Township's annual Charter Day, Saturday, May 18. A Doodle will be shared so that Board members can sign up to help.
- The annual Morris Union Federation (MUF) dinner will be Wednesday, May 1 at Luna Rossa. Nancy Adamczk, former Director of the Madison Public Library, will talk on the history of MUF. Jackie Barber will send Board members more specific sign-up information.
- Zina called the Board's attention to the insurance liability information that Ruth had compiled in response to questions raised after last month's Board meeting.

8. DIRECTOR'S REPORT

- Ruth reported that Part-time Reference Librarian Jeff Gutkin will resume his evening hours as of April 2.
- Matt Finnie, newly hired Part-time Library Assistant, is working out well.
- The Library will kick off National Library Week with an Aretha Franklin tribute concert and will mark this week (April 7-13) with many other activities and programs.
- Ruth reported that students from Bonnie Brae have been coming to the Library more often.
- The family of recently deceased Township Historian June Kennedy is donating her historical research papers to the Library. A local historian is reviewing them to determine which ones would be most beneficial to the Library's local history collection.
- Ruth read a letter from the mother of Melissa Johnson, who recently received an award at the Bernards Township Community Arts Show. Mrs. Johnson credited the Library, specifically the Children's Library, for awakening an interest in the arts in her daughter.
- Ruth reported that the Library now has joined the geocaching community by placing a cache at the Library.
- Ruth couldn't resist sharing a comment from an attendee at a recent Library program who was so taken by Library programming that he was close to being at the library "three nights in a row."

9. TREASURER'S REPORT—Kippy Piedici

- The Library has received its full 1/3 mill allocation of \$2,400,487 from the Township Committee but the individual budget lines have not been populated yet.
- Spending seems to be on track. Twenty-one percent of the year has passed and spending is at 18%.

10. COMMITTEE REPORTS

A. Friends of the Library Liaison—

Ruth reported that the Friends are working on their plans for Charter Day, May 18 as well as their Annual Fund Drive.

B. Land and Building—Cynthia Yin

The privacy fence between the Library and an adjoining residence has been installed. Everyone is pleased that the matter has been resolved.

C. Legislation & Advocacy—Mary Jane McNally

Mary Jane distributed a summary of how the proposed federal budget, which eliminates the Institute of Museum and Library Services (IMLS), would hurt direct services to library patrons throughout New Jersey. Of particular interest to our patrons are databases bundled as Jersey Clicks.

Kippy reminded the Board of the ongoing situations regarding library construction regulations, restoration of full library funding at the state level, and the precarious situation of Library LinkNJ.

D. Personnel—Mary Jane McNally

Mary Jane reported that the Part-Time position of Library Assistant—Marketing, Communications, and Programs, which had been vacant due to a staff resignation, will be advertised. The job description has been updated to reflect current staffing, programs, and platforms.

- E. Strategic Plan—Kippy Piedici
- Kippy reported on “What Every Library Trustee Needs to Know – Now!,” a program offered by the New Jersey Library Trustee Association. This program, which both she and Jack Brull attended, counts toward meeting the Board’s annual education requirement. One of the topics covered by the presenter, Attorney Michael Cerone, was a lack of clarity on what items the Library’s 1/3 of a mill allocation can be used for.
 - Kippy stated that we need a capital plan. The Board discussed the desirability of having a civil engineer do a life cycle assessment of the Library’s systems and facility and directed Ruth to investigate possible engineers who could complete this work.
 - Currently, the strategic plan checklist is approximately 12 pages. Kippy proposed that the Board concentrate on pursuing three initiatives: capital plan, technology, and outreach.
- F. Technology—Karen Kogut
Included in both the Director’s Report and New Business.
- G. Township Committee Liaison—Joe Esposito
Joe stated that the Township Committee will vote on the budget soon. He asked how the Library fits into Township’s Vision 2020 Task Force.

11. OLD BUSINESS

There was no old business.

12. NEW BUSINESS.

- Ruth reviewed the research she and other Library staff conducted on self-check of library materials. **MOTION 19-11** was made by Mary Jane McNally and seconded by Kippy Piedici to spend \$37,399.02 from bequest funds to purchase materials and licensing, and the rental of the conversion stations for the initial installation. After a roll call vote, the motion passed 8-0-0.
- **MOTION 19-12** was made by Kippy Piedici and seconded by Joe Esposito to adjourn the meeting at 9:02. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., April 24, 2019.