

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
April 24, 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, Doug Roberts, and Cynthia Yin [arrived 7:32]

Absent: Karen Kogut,

Also Present: Ruth Lufkin

5. PUBLIC COMMENT

There were no members of the public present.

6. APPROVAL OF MINUTES

MOTION 19-13 was made by Kippy Piedici and seconded by Jack Brull to approve the minutes of the March 27, 2019 meeting as written. With Vivian Pagoulatos abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

- Zina reminded the Board that annual Financial Disclosure forms are due April 30.
- Zina alerted the Board that the Township's annual employee evaluation process is under way. As in the past, Board members will take part in evaluating the Director.
- Zina distributed the latest version of the Board Committee assignments.
- The Friends of the Library are preparing for Charter Day Saturday, May 18 and would welcome Board members' help to cover the booth for part of the day. Zina encouraged Board members to sign up on the Doodle that will be sent out soon.
- A weeping cherry tree was planted in front of the Library in honor of Victor Mendizabal who served as Clerk of the Works during the recent construction project.
- Zina called attention to the increased coverage of Library programs in *The Bernardsville News*, and other news outlets. Makers' Day, wolf dogs, and lightsaber training were three programs that drew particular attention.

8. DIRECTOR'S REPORT

- Senior Reference Librarian Madeleine "Mady" Roese has announced that she will be retiring October 1. Ruth has begun analyzing Mady's many responsibilities.
- Ruth commended the Garden Club volunteers for their hard work doing spring clean-up and planting new flowers around the Library exterior.
- The annual Morris Union Federation (MUF) dinner will be Wednesday, May 8 at Luna Rossa. Nancy Adamczk, former Director of the Madison Public Library, will talk on the history of MUF.

9. TREASURER'S REPORT—Kippy Piedici

- The Library has received its full 1/3 mill allocation of \$2,400,487 from the Township Committee and the individual budget lines were recently loaded.
- Kippy reviewed the basic structure of the budget including how the Library encumbers funds and why some budget lines are fully spent this early in the year.
- The Finance committee will be performing a reserve analysis and reallocating reserve funds.
- Overall, spending does seem to be on track. Thirty-one percent of the year has passed and spending is at 38%.

10. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug
Doug reported that he had met with Ruth and emailed Noah. 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
Cynthia reported that both the carpet cleaning and the HVAC cleaning, performed over Easter weekend, went well.
Cynthia also underscored the landscaping news—cherry tree planting and Garden Club work—that Ruth included in the Director's Report.
- C. Legislation & Advocacy—Mary Jane McNally
- There has been no progress on companion bills S2668 and A3801 that would add \$10.5 million to the State Per Capita Aid program. Both bills are still in their respective appropriations committees.
 - There has been some communication with the Governor's Policy Office regarding the Construction Bond Act that was passed last year. Specific guidelines have yet to be developed.
- 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, has been advertised.
 - As included in the Director's Report, the Township has begun its Employee Evaluation process. Currently, staff members are completing their self-evaluations; next, they will confer with supervisors.
- E. Strategic Plan—Kippy Piedici
- Kippy met with both Ruth and Vivian to discuss the strategic plan. After reviewing the 12/2016 12-page Strategic Plan Results Report, the committee proposed that the Board concentrate on pursuing three initiatives.
 - Capital plan. Jack Brull described what would be involved in having a capital reserve study conducted by a properly trained and certified person. The Library has begun the process of developing an RFP.

- Technology. Karen Andriolo and Karen Kogut would be key people in this area.
- Relationship-building (aka outreach). The new Part-time Library Assistant would be involved this effort.
- All three areas would need to be fleshed out with milestones to be met.
- Phase 3 of the original strategic plan is on hold because of a lack of funds. Responses to the Township's Vision 2020 may yield further information.

F Technology—Karen Kogut
No report.

G. Township Committee Liaison—Joe Esposito
Joe reported that the Township's Budget has been approved. This year, \$6 million has been allocated for capital improvements.

11. OLD BUSINESS

There has been a delay in purchasing the long-anticipated self-check system. Ruth is determining the best way to proceed.

12. NEW BUSINESS.

- **MOTION 19-14** was made by Vivian Pagoulatos and seconded by Cynthia Yin to adjourn the meeting at 8:42. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., May 29, 2019.