

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
January 29, 2020**

1. CALL TO ORDER

Library Director Lyn Begraft 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: Joe Esposito, Karen Kogut, Mary Jane McNally, Vivian Pagoulatos, Kippy Piedici, and Doug Roberts

Absent: Jack Brull, Zina Pozner, and Cynthia Yin

Also Present: Lyn Begraft

5. REPORT OF NOMINATING COMMITTEE

Speaking for Nominating Committee Chair Cynthia Yin, Mary Jane McNally proposed the following slate of officers first presented at the December 2019 meeting: President, Kippy Piedici; Vice-President, Zina Pozner; Treasurer, Vivian Pagoulatos; Secretary, Mary Jane McNally. With no nominations from the floor, the proposed slate of officers was adopted by acclamation.

6. REORGANIZATION

7. PUBLIC COMMENT

There was public comment regarding posting Board of Trustees meeting agendas on the Library's website.

8. APPROVAL OF MINUTES

MOTION 20-01 was made by Vivian Pagoulatos and seconded by Karen Kogut to approve the minutes of the December 18, 2019 meeting as written. The motion passed unanimously.

9. PRESIDENT'S REPORT

- Kippy remarked that she was embarking on her fifth term as president.
- **MOTION 20-02** was made by Mary Jane McNally and seconded by Doug Roberts to adopt a resolution in compliance with the "Public Contracts Law and Regulations" confirming contractual relationship with Baker & Taylor, Inc. for the purchase of books and other library materials for more than \$40,000.00 in 2020 and confirming a contractual relationship with Biblioteka, Inc. for the purchase of ebooks and other

library materials for more than \$40,000 in 2020. With a roll call vote, the motion passed 6-0-0.

- **MOTION 20-03** was made by Vivian Pagoulatos and seconded by Mary Jane McNally to adopt the *Township of Bernards Employee Handbook of Personnel Policies and Procedures* as amended and re-adopted by the Township Committee on January 2, 2020 as the Employee Handbook for all Library employees. The motion passed unanimously.
- Kippy hopes to distribute committee assignments by next month.
- Kippy announced that she, Karen Kogut, and Vivian Pagoulatos will be beta testing a digital board packet that they and Lyn hope to implement for next month's meeting.
- Board members need to meet an annual professional training requirement. Kippy listed three events that would count toward satisfying that requirement:
 - Phil Berg, Executive Director of MAIN, will discuss MAIN services at the Board's March meeting
 - Emerging Technologies Librarian Karen Andriolo will train trustees on the new website
 - NJLTA will hold its annual Trustee Institute October 17, 2020 at the Sheraton Eatontown Hotel.

10. DIRECTOR'S REPORT

Lyn asked for Board members to comment on both the format and content of the monthly reports prepared by the Director and department heads.

11. TREASURER'S REPORT—Vivian Pagoulatos

- Vivian reported that, as predicted, the year ended well.
- Lyn verified that unspent funds from 2018 totaling \$73,259.54 rolled into the reserve account as anticipated.
- Lyn visited Township CFO Sean McCarthy on January 23 to become better acquainted with the Township's specific budgeting procedures.
- Budget development is on track and awaiting some figures that are not available yet.

12. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug Roberts
Doug will meet with Joe Ryder, Treasurer of The Friends, to discuss the Annual Fund Drive at their next meeting, February 10, 2020.
- B. Land and Building—Cynthia Yin
 - In Cynthia's absence, Lyn reported that the leaning fence has been fixed.
 - There has been a small amount of leaking in program room. Carlisle Roofing has investigated and Lyn is awaiting their report.
- C. Legislation & Advocacy—Mary Jane McNally
The long hoped-for increase to the State Per Capita aid program has not passed the legislature. Efforts will continue to pass this legislation.
- D. Personnel—Mary Jane McNally
Marcia Lubansky, Supervising Librarian – Technical Services, has informed Lyn that she plans to retire sometime in May.
- E. Technology—Karen Kogut
Karen reported that work is continuing on the self-check project.

- G. Township Committee Liaison—Joe Esposito
Joe reported that the Township's annual reorganization meeting was January 2, 2020 with newly elected member Janice Fields starting her five-year term.

13. OLD BUSINESS

- **MOTION 20-04** was made by Vivian Pagoulatos and seconded by Karen Kogut to adopt a resolution certifying the annual MAIN membership agreement. With a roll call vote, the motion passed 6-0-0.
- The Board reviewed both the "Patron Behavior Policy" and the "Policy on Use of the Library for Profit Making Services."
 - Board members agreed that the Library staff should direct patrons engaged in noisy conversation to the tables in the lower level hallway.
 - Kippy appointed Jack Brull, Joe Esposito, and Doug Roberts to a committee charged with making recommendations regarding both policies.

14. NEW BUSINESS

- Library Construction Bond Act applications are due at the beginning of April the Board needs to review previous plans, identify potential sources of the required 50% matching funds, and decide how to proceed. Jackie Barber will send out a Doodle poll to determine when Board members are available for a two-hour, public work session.
- **MOTION 20-05** was made by Mary Jane McNally and seconded by Doug Roberts to adjourn the meeting at 8:44 pm. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., February 26, 2020.