

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
February 26, 2020**

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:30 p.m. in the Bernards Township Library Tech Center.

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

Absent:

Also Present: Lyn Begraft and Karen Andriolo

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 20-07 was made by Vivian Pagoulatos and seconded by Doug Roberts to approve the minutes of the January 29, 2020 meeting as written. The motion passed unanimously with Jack Brull, Zina Pozner, and Cynthia Yin abstaining.

7. TRUSTEE WEBSITE TRAINING

Karen Andriolo demonstrated the recently developed, password-protected Board of Trustees Google site that will contain information pertinent to the Board of Trustees. Major categories are: calendar, policies, meeting packets, and reference documents.

8. PRESIDENT'S REPORT

Kippy announced Board committee assignments for the year.

9. DIRECTOR'S REPORT

- Lyn reported that the staff has been working hard on the Annual Report to the State Library. This report is used to determine the Library's Per Capita State Aid.
- Lyn reminded the Board that Phil Berg, Executive Director of MAIN, will discuss MAIN services at the March Board meeting.
- Lyn also asked for Board comment on the format of the monthly reports from departments.

10. TREASURER'S REPORT—Vivian Pagoulatos

Vivian reported that the full 1/3 mil allocation of \$2,381,557 from the Township Committee has been made available to the Library, but as usual, the individual budget lines have not been populated yet.

11. COMMITTEE REPORTS

A. Friends of the Library Liaison—Doug Roberts

Doug reported on the Friends of the Library's February 10, 2020 meeting.

- The Friends contributed \$17,000 to the Library to fund various initiatives.
- The Friends are preparing their Annual Fund Drive, which will be mailed to previous donors.

B. Land and Building—Cynthia Yin

There has been a small amount of leaking in the cactus garden area that will be monitored.

C. Legislation & Advocacy—Mary Jane McNally

- Mary Jane reported that the federal budget proposes eliminating funding for libraries including Institute of Museum and Library Services (IMLS) and Library Services and Technology Act (LSTA).
- In New Jersey we use these funds:
 - To fund the Talking Book and Braille Center,
 - To provide statewide access to key databases and digital resources,
 - To connect libraries to the Internet and
 - To support literacy initiatives throughout the state.

D. Personnel—Mary Jane McNally

- Lyn recommends not replacing Marcia Lubansky, Supervising Librarian – Technical Services, who is retiring in May. Instead, Lyn plans to increase the hours of a current part-time employee to full-time.
- Natasha Mikulich, Part Time Reference Librarian, will be leaving sometime in March to take a full-time job.
- Ann Babits, Supervising Librarian - Circulation, plans to retire June 1, 2020. Lyn will meet with Mary Jane and Cynthia to evaluate the position and make a recommendation.

E. Technology—Karen Kogut

Karen reported on the self-checkout project.

- Prices ranged from a high of \$131,000 for Biblioteca to complete the project including tagging to a low of \$52,000 if we do the tagging in-house.
- After the initial project is completed, there will be an \$1,800 annual fee.
- The MAIN prototype is not available yet. Phil Berg may have more information in March.

F. Township Committee Liaison—Joe Esposito

Joe reported that full budget is scheduled for review the day before our March Board meeting.

12. OLD BUSINESS

• Review of the Patron Behavior Policy

Doug reported that the ad hoc policy committee met to review and revise the current Patron Behavior Policy. After the Township Attorney reviews their

proposed revision, they hope to have a draft for the Board to review at the next Board meeting.

- Review of the Policy on Use of the Library for Profit Making Services.
Kippy consulted attorney Michael Cerone, who is an expert in library law. He restated the Library Board's area of responsibility for drafting regulations regarding library use. The current practice of directing patrons engaged in conversation via signage is probably our best approach.
- Review of Space Reorganization Work Session
 - At the February 20, 2020 work session, the Board considered the Library Construction Bond Act, reviewed previous space reorganization plans, and identified potential sources of funding. Applications for Round 1 are due April 6, 2020 and require the applying library to identify the source of 50% matching funds. Board members raised several questions regarding projects to be considered, funding sources, and the appropriate level of emergency reserve.
 - Lyn read portions of the application documentation that spelled out the purpose of the Library Construction Bond Act – to improve library buildings to make them modern, efficient, and flexible
 - Lyn also read some of the criteria that would be used to assess applications. One major focus was to further access to services by providing equal access to all, enhancing access to the internet or, enabling growth in services. Another criterion would be the cost effectiveness of the project.
 - These guidelines answered questions that had been raised regarding desirability of scrapping the projects enumerated by Arcari + Iovino in Phase 3 of the Space Reorganization Plan in favor of applying for big ticket items identified in the capital reserve study.
 - Kippy reviewed some of the financial considerations surrounding the application timeline:
 - 70% of the money (\$87.5 Mill) is allocated for round 1 applications that are due April 6th. No feedback will be given for projects that are rejected.
 - 30% of the money (\$37.5 Mill) is allocated for round 2 (date TBD). A rejected project from round 1 can be resubmitted as well as new projects.
 - Therefore, it behooves us to apply in round 1.
 - Township CFO Sean McCarthy explained that because the Library cannot raise taxes, 25% emergency reserve is an appropriate level.
 - **MOTION 20-08** was made by Zina Pozner and seconded by Mary Jane McNally to direct Lyn to proceed with preparing an application covering work on five of the areas identified by Arcari + Iovino:
 - Front Entry - \$20,000
 - Quiet Study Meeting Room - \$30,000
 - Rear Entry - \$40,000
 - Children's Entry - \$30,000
 - Children's Library Reorganization - \$90,000totaling \$210,000, \$105,000 of which would be funded by the library reserve account. With a roll call vote the motion passed 9-0-0.
 - **MOTION 20-09** was made by Zina Pozner and seconded by Joe Esposito to amend **MOTION 20-08** to give Lyn Begraft discretion to adjust the number based on contingency and ancillary expenses. With a roll call vote, the motion passed 9-0-0.

13. NEW BUSINESS

- Lyn distributed email correspondence Zina received from a resident for the Board to review.
- **MOTION 20-10** was made by Zina Pozner and seconded by Doug Roberts to close the library Saturday, April 11, 2020 to allow for cleaning of the HVAC ducts and carpet if the vendor schedule allows. The motion passed unanimously.

- **MOTION 20-11** was made by Zina Pozner and seconded by Vivian Pagoulatos to adjourn the meeting at 8:48 pm. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., March 25, 2020.