

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

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:34 p.m. via Zoom.

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 inside of both doors of the Bernards Township Library Public was filed with the Township Clerk and was posted on both the Library's website and the Township's website.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Present: Jack Brull, Joe Esposito, Karen Kogut, MaryJane McNally, Kippy Piedici, Doug Roberts, Vivian Pagoulatos [8:02], and Cynthia Yin [7:37]

Absent: Zina Pozner

Also Present: Lyn Begraft

5. PUBLIC COMMENT

Public comment was made regarding the re-opening of the library.

6. APPROVAL OF MINUTES

- **MOTION 20-21** was made by Doug Roberts and seconded by Karen Kogut to approve the minutes of the March 18, 2020 special meeting as written. With Joe Esposito abstaining, the motion passed unanimously. [Cynthia Yin arrived 7:37]
- **MOTION 20-22** was made by Doug Roberts and seconded by Joe Esposito to approve the minutes of the March 25, 2020 regular meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

- Kippy reminded Board members to report their attendance at any library-related webinars to Lyn so that their attendance would count toward the Board's training requirement. By law, a member or members of the board must have received a minimum of seven total hours of library-related education annually for the library to qualify for state aid.
- Based on the advice of attorney Michael A. Cerone, Jr., an expert in library law, Item 10 has been removed from the agenda.

8. DIRECTOR'S REPORT

- Lyn praised the staff for their continued flexibility and loyalty during the closure.
- Lyn reported that LibraryLinkNJ has established a taskforce charged with exploring issues, strategies, and solutions, relative to the reopening of libraries post COVID-19. The taskforce will collaborate with the New Jersey State Library, New Jersey Library Association, and other pertinent efforts geared towards reopening New Jersey libraries post COVID-19.

- Against this backdrop, Lyn then highlighted issues she and the staff are examining to plan for the library's eventual re-opening:
 - Supervisors are being asked to describe best practices in their respective areas and to assess the comfort level of their staff.
 - Some needs identified so far are: improving cleaning practices, obtaining necessary supplies, determining how/when to allow for future telecommuting.
 - Plans need to be made to handle the safe return of the approximately 17,500 items that are out on loan.
 - Many unknowns surround the provision of ILL and resumption of delivery.
 - With summer (traditionally the Library's busiest season) approaching, the staff needs to examine and restructure Summer Reading practices and programs.
 - Other questions raised so far include: What would a gradual phase-in look like? Would entrance to the building be controlled? How would interior traffic patterns be adjusted? What training would staff need? [Vivian Pagoulatos arrived 8:02]
- Part-time Library Custodian Greg Brothers continues to monitor the building daily. When he is in the building, he wears protective equipment to maintain the cleanliness of the recently-cleaned building.

9. PERSONNEL COMMITTEE REPORT

- **MOTION 20-23** was made by MaryJane McNally and seconded by Cynthia Yin to adopt a resolution acknowledging the retirement of Ann Babits, Supervising Librarian – Adult Circulation. The motion passed unanimously.
- **MOTION 20-24** was made by MaryJane McNally and seconded by Vivian Pagoulatos To adopt a resolution acknowledging the hiring of Carol Franc, full-time Senior Library Technician – Technical Services starting June 1, 2020. The motion passed unanimously.

10. NEW BUSINESS

There was no new business.

11. PUBLIC COMMENT

Public comment was made regarding re-opening of the library.

12. ADJOURNMENT

- **MOTION 20-25** was made by Vivian Pagoulatos and seconded by Doug Roberts to adjourn the meeting at 8:23 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., May 27, 2020.