

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

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:33 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, and Vivian Pagoulatos [7:38 p.m.]

Absent: Zina Pozner and Cynthia Yin

Also Present: Lyn Begraft and Karen Andriolo

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 20-39 was made by Karen Kogut and seconded by Doug Roberts to approve the minutes of the July 29, 2020 regular meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

There was no President's report.

8. DIRECTOR'S REPORT

- Lyn reported that Karen Vaias will be the Bernards Township Library's representative at the MAIN Directors' meeting to discuss delivery. MAIN hopes to offer delivery as soon as possible to provide service until the statewide service can resume. The library will use the LLNJ refund to cover the cost of the MAIN service. Statewide delivery service will be a key topic on the agenda of the LLnj meeting September 23, 2020.
- Curbside pickup and In-person service have continued to receive very positive reviews. Staff have been renewing cards virtually. Recent interviews with candidates for the Circulation Supervisor position have been illuminating – many other libraries are not as well prepared as Bernards Township. On the whole, staff feels comfortable and safe. Lyn will hold off until October the decision on expanding hours.
- The Circulation Supervisor search has narrowed the field from 24 applicants to 3 candidates. Lyn expects to have a recommendation for the Board by next month.

9. TREASURER'S REPORT

- Vivian noted that the budget report reflects activity as of August 18, 2020. With 63% of the year having passed and 58% of the budget having been spent, we are on target. This month's report shows the amount actually spent instead of the amount encumbered.
- The reserve funds have been loaded into the correct lines.

10. COMMITTEE REPORTS

- A. Friends of the Library Liaison—Doug Roberts
Doug reported that the Friends' Annual Fund Drive is going fairly well. At its recent meeting, the Friends agreed to earmark funding for increased virtual programming the library has been offering.
- B. Land and Building—Jack Brull
Jack reported that an AC unit has failed and needs to be replaced. **MOTION 20-40** was made by Jack Brull and seconded by Kogut to replace the AC unit at a cost not to exceed \$10,000. With a roll call vote, the motion passed 7-0-0.
- C. Legislation & Advocacy—Mary Jane McNally
No report
- D. Personnel—Mary Jane McNally, Cynthia Yin
Included in the Director's report
- E. Strategic Plan—Vivian Pagoulatos, Jack Brull
Jack opened a discussion of the Capital Reserve Plan and some issues that underpin any meaningful discussion. One item of critical importance is clarifying the question of building ownership and ascribing the responsibility for repairs of capital items.
- F. Technology—Karen Kogut
Covered in Old Business
- G. Township Committee Liaison—Joe Esposito
No report

11. OLD BUSINESS

Karen Kogut presented a detailed report reviewing the features, benefits, and drawbacks of selfCheck. Karen also answered some questions raised at last month's meeting relating to the costs and timelines associated with different implementation methods. Karen Kogut, Emerging Technology Librarian Karen Andriolo, and Lyn answered questions from Board members. **MOTION 20-41** was made by MaryJane McNally and seconded by Vivian Pagoulatos to proceed with the installation of selfCheck selecting the option to outsource all print and digital media tagging. With a roll call vote, the motion passed 7-0-0.

12. NEW BUSINESS

There was no New Business.

13. PUBLIC COMMENT

Public comment was made regarding the popularity of library visits by appointment and the AC purchase process.

14. ADJOURNMENT

- **MOTION 20-42** was made by Karen Kogut and seconded by Doug Roberts to adjourn the meeting at 8:40 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., September 30, 2020.