

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
June 30, 2021**

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:30 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 Public Library, 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, Lew Cohen, Emily Johnston, Karen Kogut, Andrew McNally, MaryJane McNally, Vivian Pagoulatos, and Kippy Piedici

Absent: Doug Roberts

Also Present: Lyn Begraft

5. PUBLIC COMMENT

There was no public comment.

6. APPROVAL OF MINUTES

MOTION 21-30 was made by Karen Kogut and seconded by Vivian Pagoultos to approve the minutes of the May 26, 2021 meeting as written.

7. PRESIDENT'S REPORT

Kippy advised the Board that NJLTA is offering a Zoom session with attorney Michael Cerone, "Library Boards and the New Jersey Open Public Meetings Act." Because the timing of the session conflicts with that of our next Board meeting, Kippy is trying to see if we could have access to the session's recording.

8. DIRECTOR'S REPORT

- Lyn reported that the Township has contracted with a new cleaning service that will clean the Library also.
- Jane McArthur has retired from her position in the Interlibrary Loan Department after ten years with the Library. The position will be filled by an internal candidate, creating a part-time vacancy in the Children's Library.
- Summer Reading programs are slated to be held outdoors, but may be moved inside if there is inclement weather.
- Book Buggy, the innovative outreach service to Ridge Oak, has gained national attention from the Association of Bookmobile and Outreach Services, an affiliate of ALA. The next date for Book Buggy to roll will be July 15.
- This weekend marks the beginning of summer hours; there will be no Sunday hours until the fall. In the fall, normal hours will be 10 a.m. to 9 p.m., Monday through Thursday; 10 a.m. to 5 p.m., Friday and Saturday; and 1 to 4 p.m., Sunday.

- Because virtual programming is proving to be quite popular and is reaching a previously unidentified audience, the Library will offer a combination of in-person and virtual programming in the fall.

9. COMMITTEE REPORTS

- A. Finance and Treasurer's Report—Vivian Pagoulatos
 - Vivian drew the Board's attention to the simplified budget report.
 - Forty-eight percent of the year has passed and Library spending is on target.
 - The Finance Committee met to allocate the 2019 funds that have rolled over to the reserve account. The Board will vote on the proposed allocation at the July meeting.
- B. Friends of the Library Liaison—Emily Johnston
 - The Friends are preparing their Annual Fund Drive that, this year, will be mailed to both the entire Township and previous donors who live out-of-town.
 - The Friends group is supportive of offering gift cards to local businesses to encourage completion of the Library's strategic plan survey.
 - The Friends' next meeting will be at the beginning of August.
- C. Land and Building—Jack Brull

Jack shared a document from The Falcon Group outlining the steps they would take to determine the cause of the Library's recurring roof leaks. **MOTION 21-31** was made by Jack Brull and seconded by Emily Johnston to approve hiring The Falcon Group to perform a complete roof evaluation to determine the cause of leaks in the building at a cost not to exceed \$2,500. With a roll call vote, the motion passed 8-0-0.
- D. Legislation & Advocacy—MaryJane McNally

No report.
- E. Personnel—Mary Jane McNally, Lew Cohen

MOTION 21-32 was made by Vivian Pagoulatos and seconded by Lew Cohen to adopt a resolution acknowledging the retirement of Martha Jane McArthur, Library Technician-Interlibrary Loan. The motion passed unanimously.
- F. Strategic Plan—Vivian Pagoulatos, Lew Cohen
 - Vivian reviewed the committee's work preparing a market research survey tool. The full committee report and proposed survey tool will be shared with the entire Board for feedback to Vivian by July 15.
 - The timeline calls for completing the survey by the end of September and conducting focus groups and identifying strategic initiatives by the end of October.
- G. Technology—Karen Kogut

No report
- H. Township Committee Liaison—Andrew McNally
 - Andrew reported that the Township Committee also adopted a resolution acknowledging Jane McArthur's retirement.
 - Andrew relayed his keenness to share news of the Library's programs and services at Township Committee meetings.

10. OLD BUSINESS

There was no Old Business.

11 NEW BUSINESS

There was no New Business

12. PUBLIC COMMENT

There was public comment regarding identifying and remedying the roof leaks as well as completing the Township's Internet Service Survey.

13. EXECUTIVE SESSION

- **MOTION 21-33** was made by Lew Cohen and seconded by Andrew McNally to enter closed session to discuss correspondence. By a unanimous vote the Board went into closed session at 8:33 p.m.
- **MOTION 21-34** was made by Lew Cohen and seconded by Emily Johnston to return to public session. By a unanimous vote the Board returned to the public portion of the meeting at 8:45 p.m.

14. ADJOURNMENT

- **MOTION 21-35** was made by Vivian Pagoulatos and seconded by Karen Kogut to adjourn the meeting at 8:46 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., July 28, 2021. The location will be determined closer to the meeting date.