

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
November 17, 2021**

**1. CALL TO ORDER**

Vice President Vivian Pagoulatos called the meeting to order at 7:30 p.m. via Zoom.

**2. PLEDGE OF ALLEGIANCE**

**3. SUNSHINE LAW REMINDER**

Pursuant to the Open Public Meetings Act of 1975, notice of this meeting has been given in the annual meeting notice sent to the Bernardsville News, Whippany, NJ and the Courier News, Bridgewater, NJ, on November 17, 2020, posted on the front and rear doors of the library (32 South Maple Avenue, Basking Ridge, NJ), filed with the Bernards Township municipal clerk, and posted on the library's and township's websites. The public may participate in this meeting only during the public portion, which takes place at the beginning and near the end of the meeting. To be recognized to speak, members of the public who are attending on Zoom via the web should use the raise hand function. Upon recognition by the President, you will unmute your microphone/video. Members of the public who are attending via phone call must hit \*9 on their phone keypad to raise their hand to be recognized. Upon recognition by the President, they can unmute/mute their audio on their phone keypad. Individuals addressing the Board must give their name and address in an audible tone and will have 5 minutes to make their statement.

**4. ROLL CALL**

**Present:** Jack Brull, Lew Cohen, Emily Johnston, Karen Kogut, MaryJane McNally, and Vivian Pagoulatos

**Absent:** Andrew McNally, Kippy Piedici, and Doug Roberts

**Also Present:** Lyn Begraft

**5. PUBLIC COMMENT**

There was no public comment.

**6. APPROVAL OF MINUTES**

**MOTION 21-54** was made by Emily Johnston and seconded by Karen Kogut to approve the minutes of the October 27, 2021 meeting as written. The motion passed unanimously.

**7. PRESIDENT'S REPORT**

No report

**8. DIRECTOR'S REPORT**

- Lyn reported that the Library has received the bequest from the estate of Catherine Cavanaugh.
- By next week, Lyn expects to receive the report from The Falcon Group presenting their findings of the fascia investigation.
- Lyn also hopes to receive the energy audit report soon.

## **9. COMMITTEE REPORTS**

- A. Finance and Treasurer's Report—Vivian Pagoulatos  
Vivian reported that 86% percent of the year has passed and Library spending is within the normal range.
- B. Friends of the Library Liaison—Emily Johnston
  - Emily reported that The Friends are working on their Post-it note mailing. This is a follow up to their initial annual appeal.
  - Emily asked the Board to thank The Friends for their support in underwriting the gift cards for those who completed the Strategic Plan survey.
- C. Land and Building—Jack Brull
  - **MOTION 21-55** was made by Emily Johnston and seconded by Lew Cohen to approve payment of \$6,816.95 to Apex American Electric for electrical work completed during August and October. With a roll call vote, the motion passed 6-0-0.
  - There was discussion of a bill presented to the Library by Unitemp for upgrades to the HVAC control system software. The Board determined that it needed more information before proceeding.
- D. Legislation & Advocacy—MaryJane McNally  
No report
- E. Personnel—MaryJane McNally, Lew Cohen
  - MaryJane reported that Lisa Fortunato (PT Marketing and PR) has taken a full-time position at Town Hall. Her last day at the Library is November 18, 2021.
  - Full time Bookkeeper Debbie Merghart has announced her retirement effective February 1, 2022.
  - Lyn is evaluating both positions.
- F. Strategic Plan—Vivian Pagoulatos, Lew Cohen  
Vivian reviewed the highlights of the strategic plan report and asked Board Members to read the complete report and send comments to her by November 24.
- G. Technology—Karen Kogut  
No report
- H. Township Committee Liaison—Andrew McNally  
No report

## **10. OLD BUSINESS**

There was no Old Business.

## **11. NEW BUSINESS**

There was no New Business

## **12. PUBLIC COMMENT**

There was public comment regarding: sources of student help with marketing, the ending time of evening programs, pedestrians crossing South Maple Avenue, and good wishes for retiring Board member Jack Brull.

## **13. ADJOURNMENT**

- **MOTION 21-56** was made by Lew Cohen and seconded by Karen Kogut to adjourn the meeting at 8:54 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., December 15, 2021. The location will be determined closer to the meeting date.