

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
March 2, 2022**

**1. CALL TO ORDER**

President Emily Johnston called the meeting to order at 7:32 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 December 2, 2021, 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:** Vyoma Anne, Janice Fields, Emily Johnston, Lori Kendis, Karen Kogut, MaryJane McNally, Vivian Pagoulatos, and Jane Zhang

**Absent:**

**Also Present:** Lyn Begraft

**5. PUBLIC COMMENT**

There was no public comment.

**6. APPROVAL OF MINUTES**

**MOTION 22-09** was made by Karen Kogut and seconded by Vivian Pagoulatos to approve the minutes of the January 26, 2022 meeting as written. The motion passed unanimously.

**7. PRESIDENT'S REPORT**

- Emily thanked everyone for communicating their committee preferences. Lyn will reach out to each committee to clarify its responsibilities.
- The Library's recently adopted Strategic Plan is on the Trustees website.
- Emily asked Board members to consider ways that the Library might celebrate the 125<sup>th</sup> anniversary of its founding, which will occur May 21, 2023.
- The 2022 budget will be presented to the Township Committee at its next meeting, March 15, 2022. The Library's budget lines are expected to be populated in April.
- Because of the lessening of the pandemic, the March Library Board meeting will be held in person at the Library.

## 8. DIRECTOR'S REPORT

- Lyn underscored the desirability of generating ideas to celebrate the Library's 125<sup>th</sup> Anniversary.
- The annual New Jersey Public Library Statistical Report is due to the State Library March 15. Lyn explained the process involved in and importance of completing this task.
- The Township will have its first in-person meeting of Department Heads since the pandemic.

## 9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos
- Vivian reiterated that budget development is proceeding routinely. Based on established practice, the Library's 2022 budget lines will be populated in a few months.
  - Vivian presented and reviewed a newly developed Library Finance Manual. The document delineates the Library's funding sources, timeline for budget development, and procedures for managing the Library's accounts.
  - Lyn shared a table developed by BCCLS outlining the complementary roles of a library's administration, Board of Trustees, and Friends of the Library group.
- B. Friends of the Library Liaison—Jane Zhang  
Emily reported that the Friends are doing a fund raiser in conjunction with the Mountain View Boulevard, Basking Ridge Panera, Wednesday, March 16, 2022 from 4:00 pm - 8:00 pm.
- C. Land and Building—Vyoma Anne  
No report
- D. Legislation & Advocacy—MaryJane McNally  
No report
- E. Personnel—Mary Jane McNally  
No report
- F. Policies and Procedures—Karen Kogut  
No report
- G. Technology—Karen Kogut  
Karen reported that the adoption of Libby has been going very smoothly. Library staff have gone out of their way to help patrons make the transition.
- H. Township Committee Liaison—Janice Fields  
Janice reiterated that the budget presentation would occur at the March 15 Township Committee meeting.

## 10. OLD BUSINESS

Lyn presented a thorough overview of the grant that the Library was awarded in the second round of the 2021 New Jersey Library Construction Bond Act competition. She reviewed the process of project development, the timeline of the grant application, the scope of the projects being funded, the amount of the award to be matched by the Library's contribution, and some likely next steps.

**MOTION 22-10** was made by Janice Fields and seconded by Karen Kogut to proceed with the grant. With a roll call vote, the motion passed 8-0-0.

**11. NEW BUSINESS**

- **MOTION 22-11** was made by Lori Kendis and seconded by Vyoma Anne to adopt the new Notary Services Policy. With a roll call vote, the motion passed 8-0-0.

**14. PUBLIC COMMENT**

There was public comment regarding Lyn's response to a request.

**15. ADJOURNMENT**

- **MOTION 22-12** was made by Jane Zhang and seconded by Vyoma Anne to adjourn the meeting at 8:35 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., March 30, 2022 at the Library.