

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
September 28, 2022**

1. CALL TO ORDER

Secretary MaryJane McNally called the meeting to order at 7:50 p.m. in the Bernards Township Library Program Room A.

2. PLEDGE OF ALLEGIANCE

3. SUNSHINE LAW REMINDER

In accordance with the requirements of the Open Public Meetings Law of 1975, notice of the meeting was posted on the bulletin board in the Reception Hall of the Municipal Building, Collyer Lane, Basking Ridge and the Bernards Township Library Public Notices bulletin board; was mailed to *The Bernardsville News*, Whippany, and the *Courier News*, Somerville; was filed with the Township Clerk; and was posted on both the Township's website and the Library's website.

4. ROLL CALL

Present: Vyoma Anne [Zoom], Janice Fields, Karen Kogut, MaryJane McNally, and Jane Zhang

Absent: Emily Johnston, Lori Kendis, Vivian Pagoulatos, and Darek Smyk

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was public comment regarding the cost of fixing the most recent leak.

6. APPROVAL OF MINUTES

MOTION 22-82 was made by Janice Fields and seconded by Jane Zhang to approve the minutes of the August 24, 2022 regular meeting as written. The motion passed unanimously.

7. PRESIDENT'S REPORT

Mary Jane conveyed Emily's report:

- We welcome Rachel Burt and appreciate all that she has accomplished so far as the new Library Director.
- Rachel submitted a signed copy of the state grant for entryway work this week. We look forward to continuing work on this project.

8. DIRECTOR'S REPORT – RACHEL BURT

- Rachel reported that she has met with many of the Department Heads at Town Hall as well as Friends of the Library Officers.

- Rachel met with Ryan Wallace, Will Gaddish, Emily Johnston, and Vivian Pagoulatos on September 21 to review the Land and Building spreadsheet and discuss current projects.
- The Staff Development Day September 23 was well-received by staff.
- Rachel, Karen Andriolo, and Karen Vaia have been interviewing candidates for the Teen Services Librarian position.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Darek Smyk
According to the Treasurer's Report, 70% of the year has passed and 72% of the budget has been spent.
- B. Friends of the Library Liaison—Jane Zhang
The Friends are scheduled to meet October 3, 2022.
- C. Land and Building—Vyoma Anne, Vivian Pagoulatos, and Janice Fields
 - **MOTION 22-83** was made by Karen Kogut and seconded by Jane Zhang to approve the purchase and installation of an upgraded Fire Alarm Control Panel from ADT Commercial, at a cost not to exceed \$8,000. With a roll call vote, the motion passed 5-0-0.
 - **MOTION 22-84** was made by Jane Zhang and seconded by Karen Kogut to approve the hiring of Weathertite Solutions Roofing Contractors to assess and repair the newest roof leak, at a cost not to exceed \$1,000. With a roll call vote, the motion passed 5-0-0.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—MaryJane McNally
MOTION 22-85 was made by Jane Zhang and seconded by Vyoma Anne to adopt a resolution acknowledging the hiring of Suniti Karle, part-time Library Assistant — Adult Circulation. With a roll call vote, the motion passed 5-0-0.
- F. Policies and Procedures—Karen Kogut
No report
- G. Technology—Karen Kogut, Lori Kendis
No report
- H. Township Committee Liaison—Janice Fields
Janice reminded the Board of the Mayor's Fall Festival scheduled for Saturday, October 1, 2022, but expressed concern regarding the weather forecast.

10. OLD BUSINESS.

There was no Old Business.

11. NEW BUSINESS

MOTION 22-86 was made by Jane Zhang and seconded by Karen Kogut to approve closing the Library on Saturday, December 24, 2022. The motion passed unanimously.

12. PUBLIC COMMENT

There was no public comment.

13. ADJOURNMENT

- **MOTION 22-87** was made by Janice Fields and seconded by Jane Zhang to adjourn the meeting at 8:13 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:30 p.m., October 26, 2022 at the Library.