

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
November 30, 2022**

**1. CALL TO ORDER**

President Emily Johnston called the meeting to order at 7:35 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:** Janice Fields [Zoom], Emily Johnston, Lori Kendis, Karen Kogut [Zoom], MaryJane McNally, Vivian Pagoulatos, and Darek Smyk

**Absent:** Vyoma Anne and Jane Zhang

**Also Present:** Rachel Burt

**5. PUBLIC COMMENT**

There was no public comment.

**6. APPROVAL OF MINUTES**

**MOTION 22-96** was made by Lori Kendis and seconded by Darek Smyk to approve the minutes of the October 26, 2022 regular meeting as written. The motion passed unanimously.

**7. PRESIDENT'S REPORT**

Covered in Committee and Director's Reports.

**8. DIRECTOR'S REPORT – RACHEL BURT**

- Rachel reported that she is continuing to work on developing the 2023 budget. She has received estimated personnel costs and Township chargebacks from Township CFO Sean McCarthy. Final numbers will be available after the middle of December.
- Rachel's visit to the Somerset Hills Rotary was well received. She hopes to attend their next meeting in January.
- Based on the recommendation of MAIN, the Library will need to purchase a more powerful firewall in order to meet future demands.

## 9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos and Darek Smyk
  - According to the Treasurer's Report, 88.22% of the year has passed and 86% of the budget has been spent with no major issues.
  - Darek distributed a rough prototype of the categorical budget report he and Vivian are developing. Their intention is to have a clearer picture of spending trends to help with planning.
- B. Friends of the Library Liaison—Jane Zhang
  - Emily reported for Jane that the Friends will have their regular meeting December 5, 2022.
  - They are sending Post-it reminders to people who have donated to previous Fund Drives, but have not responded yet to this year's appeal.
- C. Land and Building—Vyoma Anne, Vivian Pagoulatos, and Janice Fields
  - The Township Committee has approved the Arcari + Iovino contract.
  - The Library is waiting for Arcari + Iovino's drawings that reflect modifications made to the New Jersey Library Construction Grant Project.
  - Vivian reported that after consultation with the DPW, the Library has decided not to pursue the roof leak abatement project that required temporarily removing the HVAC unit.
  - **MOTION 22-97** was made by Vivian Pagoulatos and seconded by Lori Kendis to approve hiring a new contractor, Stan & Son Construction, LLC, to remove the privacy fence on the roof at an estimated cost of \$5,230.00 and Weathertite Solutions, LLC to clean and patch the roof at an estimated cost of \$1,950.00 with the total cost of the project not to exceed \$8,500.00. With a roll call vote, the motion passed 7-0-0.
- D. Legislation & Advocacy—MaryJane McNally

MaryJane reported that A4169/S588 is now awaiting the governor's signature after being passed unanimously by the New Jersey State Senate. This legislation would require the New Jersey State Department of Education to develop specific standards to teach information literacy across digital, visual, and technological media.
- E. Personnel—MaryJane McNally

No report.
- F. Policies and Procedures—Karen Kogut

**MOTION 22-98** was made by Vivian Pagoulatos and seconded by Karen Kogut to adopt the Hotspot Policy. The motion passed unanimously.
- G. Technology—Karen Kogut, Lori Kendis

No report
- H. Township Committee Liaison—Janice Fields
  - Janice reported that the Township Food Drive gathered 1,000 pounds of food that was donated to the food bank. The Library was a major collection site.

- Janice reported that she will continue to represent the Township Committee on the Library Board. New Mayor Andrew McNally will appoint two people to fill the Library Board's two vacancies.

**10. OLD BUSINESS.**

There was no Old Business.

**11. NEW BUSINESS**

**MOTION 22-99** was made by Darek Smyk and seconded by Janice Fields to approve the Nominating Committee chaired by Lori Kendis and, as specified in the bylaws, composed of Secretary, Mary Jane McNally; and Treasurer Vivian Pagoulatos. The Committee will present a proposed slate of officers at the December meeting to be voted on at the January reorganization meeting. The motion passed unanimously.

**12. PUBLIC COMMENT**

There was no public comment.

**13. ADJOURNMENT**

- **MOTION 22-100** was made by Lori Kendis and seconded by Janice Fields to adjourn the meeting at 8:011 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 14, 2022 at the Library.