

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
July 26, 2023**

1. CALL TO ORDER

President Emily Johnston called the meeting to order at 7:31 p.m.

2. SUNSHINE LAW REMINDER

In accordance with the requirements of the Open Public Meetings Law 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 7, 2022, 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.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Present: Janice Fields, Emily Johnston, Lori Kendis, Karen Kogut, Barbara Madaio, MaryJane McNally [via Zoom], Vivian Pagoulatos, Mitul Shah [via Zoom], and Darek Smyk

Also Present: Rachel Burt

5. PUBLIC COMMENT

There was public comment concerning weeding criteria.

6. APPROVAL OF MINUTES

MOTION 23-34 was made by Karen Kogut and seconded by Lori Kendis to approve the minutes of the June 28, 2023 meeting as written. With Janice Fields, Barbara Madaio, Vivian Pagoulatos, and Darek Smyk abstaining, the motion passed unanimously.

7. PRESIDENT'S REPORT

Emily reported on the ad hoc Communications Committee. She and Vivian met with Rachel, Maureen Norton, and Lori Zrebiec to review the Library's marketing and outreach efforts.

8. DIRECTOR'S REPORT

- Rachel reported that after recent heavy rain there were two new leaks. Neither leak was due to a roof problem; both leaks were easily remedied.
- Planning for the front garden is progressing and planting may begin late September.
- Rachel has begun to develop a Disaster and Emergency Preparedness Plan for the Library.
- All Custodian Services Company will start the window washing project Tuesday, August 8.

9. COMMITTEE REPORTS

- A. Finance and Treasurer—Vivian Pagoulatos, Mitul Shah
Vivian reported that spending is fairly level. The one outlier is the line for water.
- B. Friends of the Library Liaison—Lori Kendis, Barbara Madaio
Lori reported that the Friends have begun to plan for a small fundraising tea Saturday, September 9.
- C. Land and Building—Vivian Pagoulatos, Mitul Shal
- Vivian reported that she and Mitul would be initiating preliminary conversations with The Falcon Group regarding HVAC and roof issues.
 - Rachel added that she hoped the second round of Library Construction Bond Grant construction project bids, which are due at the end of the month, would be successful.
- D. Legislation & Advocacy—MaryJane McNally
No report
- E. Personnel—Mary Jane McNally, Lori Kendis
MOTION 23-35 was made by Karen Kogut and seconded by Barbara Madaio to acknowledge the hiring of Stephanie Dresner as Part-time (12 hours/week) Library Assistant - Children's Services effective August 7, 2023. With a roll call vote, the motion passed 9-0-0.
- F. Policies and Procedures—Karen Kogut
MOTION 23-36 was made by Janice Fields and seconded by Lori Kendis to adopt the updated Programming Policy. The motion passed unanimously.
- G. Technology—Karen Kogut Darek Smyk
No report
- H. Township Committee Liaison—Janice Fields
Janice reported on two upcoming local events:
- Once again, the Township will participate in National Night Out Tuesday, August 1.
 - Liberty Corner Fire Company will host a Food Truck and Music Festival Sunday, August 27.

10. OLD BUSINESS

There was no Old Business

11. NEW BUSINESS

There was no New Business.

12. PUBLIC COMMENT

There was public comment regarding promoting the Library during the Township's Townwide "Green" Yard Sale Saturday, September 9.

13. ADJOURNMENT

- **MOTION 23-37** was made by Vivian Pagoulatos and seconded by Darek Smyk 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., August 30, 2023 at the Library.