

Free Public Library of Berkeley Heights
Board of Trustees
March 9, 2020
Prepared: March 10, 2020
Approved: April 13, 2020

Adequate notice of this meeting has been provided by posting same on the bulletin board at Town Hall and Library and forwarding notice to the Star Ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act. This meeting was contained on a list of meetings approved on December 9, 2019.

The meeting was called to order by Linda Nessenson at 7:04 PM. Nessenson noted that the meeting was moved from the CAC to the Court Room due to the public health emergency school closings. Notice of the change of venue was posted on the CAC door.

PRESENT: Ann Bunyaner, Donna Boyd, Linda Nessenson, Diane O'Halloran, Sheila Buthe Superintendent's alternate Diane Azalone.

ABSENT: Mayor's Alternate Kevin Hall,

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT- O'Halloran asked that, under OLD BUSINESS Pay-to-Play, the redundant "read by" be removed. Bunyaner motioned that the February Minutes be approved as amended. The motion passed with Boyd abstaining.

TREASURER'S REPORT - After review of the February 2020 Report and Financial Worksheet, Boyd motioned to approve the February Treasurer's Report; Bunyaner seconded the motion and it passed unanimously. Bakos requested a motion to void cancelled check #8548. Boyd seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS - The State Library sent advance notice of the New Jersey Library Trustees Institute to be held on October 17th at the Sheraton Eatontown.

(Buthe arrived at this point)

A letter from the State Library included clarification that, by statute, public libraries are not permitted to charge rental fees for meeting spaces. Libraries may include voluntary suggested donation information on their forms.

BOARD UPDATES - Nothing to report

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT

Circulation- Circulation of print books and Adult Audio is up; in-house loans are down.

Building and Grounds- Nothing new to report

Other - Bakos has distributed a list of requested information, given to the Administrator, pertaining to the Construction Grant. Bakos is now a member of the Senior Advisory Board. The annual Per Capita State Aid Report has been completed and will be submitted tomorrow.

Nessenson noted that, according to recent newly clarified information from the State Library, libraries will be required to match the amount rewarded by the NJ Library Construction Grant, which requires minimum total requests of \$1 00,000, resulting in a \$ 50,000 match. This clarification was shared with the Administrator.

LIAISON'S REPORT- No reports, early responses to Corona19 virus discussed.

BOARD REPORTS -

Facilities- Nessenson reviewed the floor plans, and selected furnishings and design elements for the new library. Nessenson then asked for a motion to approve an expenditure for furnishings, not to exceed \$200,000, to be paid by the Library. Buthe so motioned. O'Halloran seconded the motion and it passed unanimously.

Marketing- Boyd reported that Stephen Millet has signed an agreement for \$2,000 for website design and training to be done by July 1st. Nessenson called for a motion to accept the contract with Stephen Millet for web services design knowing that there could be additional charges of up to \$1,000 for sub-consultants. Bunyaner so motioned. O'Halloran seconded the motion and it passed unanimously.

Foundation- O'Halloran reported that the Foundation is moving ahead with restaurant night fundraisers scheduled at Delicious Heights, Panera and Chipotle; as well as a bake sale at Columbia School. The next Foundation meeting will be on March 17.

NEW BUSINESS- No new business

OLD BUSINESS -

2020 Operating Budget - Bakos recommended three increases in the budget items:

Heat and Electric, due to high gas and repair costs due to a failing furnace; Telephone, in the event that it's decided to buyout the current contract; and Professional for attorney services for the Shared Occupancy Agreement. Nessenson called for a motion to approve the amended Operating Budget dated 3/09/2020. Bunyaner so motioned, O'Halloran seconded the motion and it passed unanimously.

Library Membership Policy Update - tabled due to new information concerning confidentiality regulations.

Nessenson read a Pay-to-Play-Determination of Value Resolution, authorizing the award of a non-fair and open contract for library materials (not to exceed \$30,000), to HBK UNICOM (Attached).

Nessenson called for a vote to approve the contract. Bunyaner so moved, Buthe seconded the motion and it passed unanimously.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT-There being no further business, the meeting was adjourned 8:36 pm.

This meeting took place in the Township Courtroom.