

Free Public Library of Berkeley Heights
Board of Trustees
May 11, 2020
Approved as corrected: June 8, 2020

This meeting was contained on a list of meetings approved on December 9, 2019. Advance notice has been advertised in the Courier News, BHPL's website and forwarded to Tapinto Berkeley Heights, and the Clerk's Office. This meeting will be conducted by Zoom.

The meeting was called to order by Linda Nessenson at 7:01 PM.

PRESENT: Ann Bunyaner, Donna Boyd, Sheila Buthe, Linda Nessenson, Diane O'Halloran, Mayor's Alternate Kevin Hall, and Superintendent's Alternate Diane Azalone.

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

SECRETARY'S REPORT- Bunyaner motioned to accept the April 13, 2020 Minutes, O'Halloran seconded, and the motion passed unanimously.

TREASURER'S REPORT – Buthe made a motion to approve the April 2020 Treasurer's Report, Bunyaner seconded the motion and it passed unanimously. Bakos reviewed the bill list and asked that Bunyaner and O'Halloran sign the checks.

PUBLIC COMMENT: No citizens present.

DIRECTOR'S REPORT

Circulation – Circulation of downloadables was up by almost 28%.

A small number of books and A-V were checked out by staff. Thirty-three new patrons were added.

Building and Grounds – Planning for the future reopening was discussed, including quarantining returned books. Sneeze guards for the Circulation Desk are on order. Bakos and Fuhro will be attending a webinar tomorrow on reopening Libraries.

Bakos has again requested that the numerous pot holes in the parking lot be filled. The potholes present a hazard to pedestrians and the increasing number of people using the lot as a space for outdoor activities. Nessenson will send a written request to the Town and Hall will follow up in person.

LIAISON'S REPORT:

Hall has received a copy of an upgraded Transition Agreement from the Administrator. Copies have been forwarded to the Board and Director.

Township Attorney is reportedly working with the Library's Attorney on language for the Use Agreement.

Boyd said the Board has not had a confirmation of this yet.

Hall had no specific information about a move-in date for the new Municipal Center.

Azalone said that all schools and school fields will be closed through the summer. Summer school will be online. The Referendum on all day Kindergarten is postponed to 2021. End of year recognition events for students are being worked on by school principals.

BOARD REPORTS:

Facilities – Nessenson prepared cabling maps to be used by the Library and Town computer consultants.

Marketing – Boyd reported that library staff is now adding content to the draft website. Buthe said that Coleen Catino has prepared 14 designs to date, and has been asked to present two revised and 1 original logo in the near future.

NEW BUSINESS

Meeting Space Policy – Boyd commented on the need to adapt or create policies for use in the new library setting. (discussion continued after OLD BUSINESS)

OLD BUSINESS

2020 Operating Budget –Bakos identified budget concerns as book ordering now for future, staffing, unknown 2021 expenses, unknown funding from town and state.

Nessenson asked for a motion to amend the Library Membership policy May 14, 2001, as revised. Bunyaner so moved. Boyd seconded the policy and it passed unanimously.

After all Board members showing an interest in Self-Checkout, Bakos said she will contact the Self-Checkout representative and have the numbers at the next meeting.

Board members were reminded to review the Space Policy and to reply to Bakos or Boyd.

Nessenson adjourned the meeting at 8:05 pm.