

Free Public Library of Berkeley Heights
Board of Trustees
June 8, 2020
Prepared: June 9, 2020
Approved as amended: July 13, 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 7:05 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 May 11, 2020 Minutes as corrected. O'Halloran seconded, and the motion passed unanimously.

TREASURER'S REPORT – Boyd made a motion to approve the May 2020 Treasurer's Report, Bunyaner seconded the motion and it passed unanimously. Boyd and Nessenson will sign the checks.

PUBLIC COMMENT: No citizens present.

DIRECTOR'S REPORT

Circulation – Downloadable circulation was at a new high of 3,252. OverDrive, Hoopla, Kanopy and Freegal were all popular.

Other - The two Book Groups met on Zoom. The fulltime staff is working with the Teen Volunteers to produce Snack Time Stories that will be presented on Tuesdays and Thursdays on Facebook and Instagram.

Building and Grounds – Bunyaner noted that the parking lot pot holes were filled on the day after the last meeting.

LIAISON'S REPORT:

Azalone reported that the High School graduation will be in person on July 7; Columbia School's graduation will be virtual. School fields may be closed through the summer. The Superintendent has planned a Diversity Council that will bring students and the Chief of Police together for round table dialogue. Virtual instruction has been a success. Supt will make a recommendation at this week's School Board Meeting on how the District will move forward on full-day Kindergarten.

Hall reported that the Environmental Commission gave out 1,200 seedlings for community members to plant. He reviewed the Construction Grant requirements with the Administrator explaining that the grant does not seem to be applicable to BHPL, since it is required to be pre-construction and not seeking reimbursement for spent or incumbered funds. Hall also has talked with the Mayor and Administrator about a need for a timeframe update based on information from MAST and Epic. Hall said he did not see a danger of Toll Brothers asking the Library to vacate the building in 2020. Hall will call the Administrator to determine concerns with Addendum 2 to the Transition Agreement, and what specific documentation they want.

BOARD REPORTS:

Facilities – Shop Drawings and end panel stain samples have been received from Library Interiors.

The Board's Attorney has sent a document concerning Shared Services Agreement points to the Township Attorney.

Marketing - Boyd reported that the website design has entered stage 4 of entering content, verifying links, etc. The site should be up and running in a month or so. The consultant will be subcontracting the development of a search toggle for the website and catalog.

Logo- Buthe said that the committee has amicably terminated the agreement with Clearpoint Designs. New designs were submitted by graphic designer Coleen Catrino who is now finalizing the design chosen by the committee.

Meeting Space Policy – for July meeting

NEW BUSINESS

Re-opening Plan – Bakos has prepared a 4-stage plan for reopening. Some adjustments may be needed after Friday of this week when librarians will provide input to members of Governor Murphy's staff about reopening plans for libraries. A Special Meeting may be necessary when State guidelines with dates are announced. Plexiglass sneeze shields have been installed at the Circulation Desk. The grace time for overdue returns was briefly discussed with general agreement that one month after reopening is appropriate.

Self-checkout – Nessenson spoke on the features of Tech Logic's self-checkout system. Buthe asked Bakos to prepare a list of benefits of the system. Patron convenience, reduction in waiting lines, scanning features for quickly locating mis-shelved and requested items, and the elimination of second party handling of materials were among the advantages discussed. The advantages of purchasing or leasing were touched upon as well as thoughts about longevity of the system. The consideration will continue at the next meeting.

OLD BUSINESS

Addendum to Transition Agreement (see Liaison's Report)

Construction Bond Grant (see Liaison's Report)

There being no further business, Nessenson adjourned the meeting at 8:21 pm.