

Free Public Library of Berkeley Heights
Board of Trustees
July 13, 2020
Prepared: July 14, 2020
Approved: August 11, 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: Diane O'Halloran, Ann Bunyaner, Donna Boyd, Sheila Buthe, Linda Nessenson, Mayor's Alternate Kevin Hall

ABSENT: Superintendent's Alternate Diane Azalone

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

SECRETARY'S REPORT- Two sets of Minutes were presented. (Hall arrived at this point) Bunyaner said that it was she who noted the parking lot repairs mentioned in the June 8, 2020 Minutes under Director's Report-Building and Grounds. Bunyaner motioned to accept the Minutes as amended. O'Halloran seconded the motion and it passed unanimously.

Bunyaner asked for a correction to the Special Meeting Minutes of June 18, 2020, asking that "twill" be changed to "will" in the second sentence under New Business. Bunyaner motioned to approve the Minutes for the June 18 Special Meeting. Hall seconded the motion, and it passed unanimously.

TREASURER'S REPORT – A \$100 memorial donation from The Woman's Club will be used to purchase books. A motion to approve the June Financial Worksheet was made by Boyd and seconded by O'Halloran. The motion passed unanimously.

Bill List- Bakos pointed out that her name appears on the list due to personal expenditures for the Library that include \$168.00 for a subscription for Constant Contact, \$42.00 for Union County history books purchased at Walgreen's, and various store-bought sanitizing products. The possibility of permitting a credit card or debit card to be used for such purchases was discussed. Bunyaner will check with Investor's to see what is offered. Bunyaner and Boyd will sign the checks.

PUBLIC COMMENT: Sai Bhargavi spoke in reference to the \$386,470.06 Township Resolution for new Library furniture. Questions: Could the Board find a cheaper option or renegotiate prices due to Covid 19; what will be done with previous/current furniture; possible sale of existing furniture; and, what is the tentative moving date.

Nessenson replied that the expenditures were approved last December and the recent Resolution concerns the methodology for the shared purchase agreement; old furniture/shelving at 110 Roosevelt will be used in the new storage and staff spaces; new furniture was selected to optimize space and use needs and to stand up to extensive use; and, unneeded furniture will be disposed of by sale or donation, according to regulations. Buthe added that in addition to input from Library Interiors, input from a patron survey was also considered in the selection process. Hall pointed out that the Library is a chartered organization and not a Department of the Township and it was a 2-year process selecting the best furniture for public use. Nessenson added that the price for the furniture is State Contract and cannot be changed.

DIRECTOR'S REPORT

Circulation – Consisted of renewals and 2,674 downloadables. Delivery of new books resumed and 313 items have been added to the collection.

The Tuesday and Thursday online stories have been doing very well with teens as readers. Ray Dreitlein also provided a banjo story time.

Building and Grounds – The attic air conditioning unit was repaired by L&S Air Conditioning and Refrigeration. Greg Lang weeded and mulched the front garden.

Other – Delivery Service – The 4 times per week service has been eliminated due to Covid 19. A one-time delivery will be made in late July, returning items currently stored in the delivery service warehouse. It is uncertain when delivery service will resume. Inter-Library Loan has been suspended.

LIAISON’S REPORT: Hall said that he spoke to municipal officials to clarify a timeline for when the Construction Code Official could implement the certificates necessary to allow the delivery and installation of shelving and AV/tech equipment.

BOARD REPORTS:

Facilities –Nessenson said that a delivery of shelving is expected in about a week. The sample end-panel for the Children’s area has not yet been delivered.

Marketing

Logo- Buthe reported that Coleen Catrino is working on the finalized logo.

Website- Boyd said that the staff is transferring content and selecting images, and the site may be ready by the next meeting. Buthe asked the Board to consider hiring a part time staffer to work on a cohesive marketing media plan. Boyd and Bunyaner agreed that a position dedicated to producing cohesive marketing across platforms is desirable. Bakos has been investigating duties, hours, and pay for such similar part time employees in public libraries and will develop a job description.

Self-checkout- Nessenson asked for a show of hands to move forward with Tech Logic’s self-checkout system. Buthe expressed reservations about the need for self-checkout. After discussion, consideration will continue at the next meeting.

Continuing Re-Opening Plan - A plan has been prepared, but no date has been chosen. Buthe asked about cleaning and CDC requirements. Bakos replied that plexiglass has been installed at the Circulation Desk and, before the public is permitted to enter, tables and chairs will be removed from public spaces and only the ADA compliant restroom will be available. All staff has watched a zoom presentation promoting positive behavior and responses as Covid 19 restrictions continue.

NEW BUSINESS

Staffing - Urmi Ghosh, part timer in the Circulation and the Children’s Departments has retired. The position, which includes evening and weekend hours will need to be filled in the future.

Old Business

Addendum to Transition Agreement - Nessenson stated that the Addendum is no longer needed. She thanked Hall for working out the process for sharing payment of the furniture invoice with the town.

ADJOURNMENT- There being no further business, Nessenson adjourned the meeting at 8:10 pm.