

## Minutes of the Bernardsville Library Board of Trustees Regular Meeting by Zoom April 20, 2021

**Attendance:** Board members John Bertoni, Rich Diegnan, Mark Krook, Lucy Orfan, Skip Orza, Terry Thompson, Christine Zamarra, Gretchen Dempsey, and Amy DeMilt were present at the meeting. Leslie Brown-Witt, Alexandria Arnold, Executive Director, Bernardsville Public Library, and Library staff members Jill Hackett, and Tammy Shaw were also present.

Not Present: Nancy Verduin

President John Bertoni called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. and read the Open Meeting Notice as follows:

- In accordance with the Open Public Meetings Act (N.J.S.A. 10:4-8 *et seq.*), 1975, written notice of this regular meetings has been sent to the following newspapers: *The Bernardsville News*, the *Courier News*, and the *Star Ledger*. Written notice has also been sent to the Borough Clerk, posted on the Library web page, and posted on the principal entrance to the door of the Library. The meeting will be conducted by Zoom, and the public has been invited to participate, and told how to participate, via Zoom or telephone, in the notices in the Library web site and the principal entrance door.
- The agenda and documents to be discussed at this meeting are available for review on the Library’s web site, <https://bernardsvilleLibrary.org/home/board> for April 20, 2021
- They are also at the Library’s circulation desk on Monday, April 19, and Tuesday April 20, during regular Library hours.
- Members of the public are invited to comment either during the public comment period of the meetings or by submitting written or emailed comments in advance of the meeting. All commenters should identify themselves by name and address.

The notice was followed by roll call.

**Approval of Minutes:** Amy DeMilt moved to submit the March meeting minutes for approval, the motion was seconded by John Bertoni.

**Director’s Report:** In addition to the items mentioned in her report, Ms. Arnold presented highlights from and additions to her report, as follows:

The Library conducted a Book Sale on 4/17, grossing \$365 in sales. The event received positive and enthusiastic feedback from the attendees.

The Youth Services position search has been going well, over 24 candidates have applied. Interview of prospective candidates will be a collaborative effort by the full-time staff. A meeting was held last week with such staff, candidate ranking was performed with the top 4 identified. Initial interviews have been planned the week of 4/26-5/4. Qualified candidates will be invited to the library to review operations. The hiring plan is to make an employment offer to the most qualified candidate by May 24<sup>th</sup>, with an ideal start date of 7/1. Given that the anticipated

start date will stretch into the summer months, the Library will be hiring an interim Youth Services librarian from 5/7-6/30, to assist with summer reading program.

**Treasurer's Report:** Mr. Krook noted that the proposed budget for 2021 was included in the packet (see further discussion in Finance Committee notes). There will be an adjustment to the operating budget if the budget is adopted this evening.

Mr. Orza inquired as to the reserves and balances, Mr. Krook explained the need to consider restricted funds, as well as a review of the spend over the course of the year. Q1 spend was \$269k, spend will increase as the year progresses, keeping an eye on the reserves at year end to protect the 20% reserve balance. Ms. Thompson clarified that restricted funds such as Reid bequest, does not impact the statutory reserve amount.

Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 04/01/2021 to 04/20/2021 and to ratify the payment of bills received and paid from 3/17/2021 to 3/31/2021. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

#### **COMMITTEE REPORTS:**

**Finance:** A further Budget meeting was held 4/7 to review the proposed budget, after inquiry no comments or questions were received. The proposed budget was submitted for approval, with one addition – a \$3k expense for storage cabinets in anticipation of move from storage area to the main Library Community Room. The amended budget was moved for approval by Mr. Krook, seconded by Rich Diegnan, it was then passed by unanimous roll call.

Mr. Krook provided written comments to the proposed budget to assist the Board with addressing any concerns patrons may want to discuss with respect to the budget reduction.

**Personnel:** There was a brief Personnel Committee meeting, further discussion during Executive Session following the public session.

**Policy:** Plans for the Policy Committee to meet Monday 4/26 to discuss the Infection Prevention procedures and the Library policy on COVID given the impending sunset of certain COVID provisions.

**Planning:** The Planning Committee met to address the issue on the storage needs. Laura Cole has reduced the need for more storage, collective recommendation for large removable cabinets for an interim solution. The present plan is to move materials from the storage area to the main Library Community Room by 5/17.

#### **PUBLIC PARTICIPATION:**

**Friends of the Bernardsville Public Library:** Nancy Verduin, for the Friends, was unable to attend the meeting but did send an update to the Board via email:

FBPL will host a drive-up concert at 3pm on May 5/16 at Bernards High School. It is anticipated that the outdoor event could bring about 200 attendees – provided this amount is within the CDC guidelines and NJ Executive Orders at that time. Tickets will be free, with reservations procured online.

**Bernardsville Library Foundation:** Ms. Brown-Witt, on behalf of the Foundation, reported that BLF and FBPL also need to move items from storage which would entail a monthly recurring charge. BLF has inquired with the Borough with respect to the Borough storage area that would perhaps be rent free, more to come on this development.

The Boomerang system is now entering all BLF information and data and will be online soon. September “Non-Event” is being sourced; the appeal letter will be sent by end of May.

**Communications:** Number of donations were received in Jerry Fischer’s memory.

**Unfinished Business:** Library Door Project

Ms. Thompson and Ms. Zamarra have spoken with Borough personnel inquiring if the Borough had the ability or capacity to oversee the project. Unfortunately, such capacity is not available at this time, however some suggestions on general items in the proposed quote were offered including more detail on certain items. There was consensus from the Board that Mr. Lincoln should oversee the installation. Mr. Bertoni moved to have Ms. Arnold review suggested reductions/general items with Mr. Lincoln, any impact and response on potential savings and then retain Mr. Lincoln at the proposed, or possibly a reduced, rate. Mr. Orza seconded the motion, which was then passed by unanimous roll call.

**New Business:**

Approval of non-fair and open contracts of Baker & Taylor and Dublin maintenance contracts. Ms. Thompson moved for approval, Mr. Bertoni seconded the motion, which was then passed by unanimous roll call.

Approval of the decommissioning of computer and other identified equipment. Ms. Thompson moved for approval, Mr. Bertoni seconded the motion, which was then passed by unanimous roll call.

At 6:12 p.m. the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary