

Minutes of the Bernardsville Library Board of Trustees Regular Meeting by Zoom May 18, 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. Alexandria Arnold, Executive Director, Bernardsville Public Library, Nancy Verduin and Library staff members Jill Hackett, and Tammy Shaw were also present.

Not Present: Leslie Brown-Witt

President John Bertoni called the Board of Trustees (“Board”) meeting to order at 5:32 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 May 18, 2021
- They are also at the Library’s circulation desk on Monday, May 17, and Tuesday May 18, 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 April meeting minutes as amended for approval, the motion was seconded by Terry Thompson.

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

Ms. Arnold planned to meet with the Borough on 5/19 to discuss a project plan to address the recent sprinkler pipe leak and the areas subject to repair and ancillary impact. She will provide an update to the Board after the meeting. There is also a recent new leak in the ceiling by the patio door. Suggestion by Ms. Thompson that the landscape architecture plans may provide some solutions to the patio door water issue.

The updated web site is much more streamlined in appearance in both the front and back ends. The staff is still working out some details and becoming familiar with the new features.

Ms. Arnold was pleased to announce the Library has hired Megan Darling as Manager of Youth Service with a 6/21 start date. Ms. Darling has over a decade of library experience and was most recently associated with the Sparta library. The plan is for Ms. Darling to assume Adult Programming responsibilities as well.

Treasurer's Report: Mr. Krook reviewed the Treasurer's report. Mr. Krook noted that we are 1/3 of the way through the year and on plan. Of note are some delays in receiving bills due to the postal service. Mr. Orza inquired as to the timing of book purchases. Ms. Arnold noted there is not a definitive cadence for book purchasing, nor a monthly budget. Ms. Arnold indicated some book purchase expenses were held back given the anticipated decrease in budget.

Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 5/1/2021 to 5/18/2021 and to ratify the payment of bills received and paid from 04/20/2021 to 4/30/21. Mr. Bertoni seconded the motion, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: No meeting; one will be scheduled in June for the restricted fund plan spending strategy.

Personnel: No meeting.

Policy: The Policy Committee met 4/26 to discuss the Infection Prevention procedures and Additional and Various Library policies on COVID given the impending sunset of certain COVID 19 provisions. Two motions were made:

- (i) COVID 19 Infection Protection Policies – the Library followed the NJ base guidelines and adapted accordingly (social distancing, food, etc.). A motion was made that the Director has the flexibility and authority to accommodate the evolving guidelines as established by the state and notify the Board of any changes accordingly. Ms. Orfan moved the motion, and Mr. Bertoni seconded, and the motion was approved unanimously.
- (ii) Additional and Various COVID 19 Library Policies *Various Library Policies (approved 6/16/2020, reaffirmed December 15, 2020. Sunset date June 30, 2021)* (Patron Rules of Conduct, Unattended Children, Borrowing Policy, Food & Drink) – A motion was made to update accordingly and extend to 12/31/21; further moved that in the event the state amends or rescinds any guidelines impacting such policies that the Board will consider motions to amend various library policies to accommodate such state action. Ms. Orfan moved the motion, Ms. Thompson seconded, and the motion was approved unanimously.

Planning: No meeting, there will be meeting scheduled in June.

PUBLIC PARTICIPATION:

Friends of the Bernardsville Public Library: Nancy Verduin, for the Friends, reported that the May 16 outdoor concert worked out very well with approximately 60 people attending. Couple of folks responded to openings on the FBPL board, both promising candidates. Another concert will be planned in September. The Friends campaign letter will be going out in November.

Bernardsville Library Foundation: No report.

Communications: Bill Deem sent summary remarks for the Board meeting. Mr. Deem expressed disappointment in the budget decrease; was very complimentary with respect to the Director's detailed remarks/report, the completeness of the packet, the monthly minutes, and the professionalism and courtesy of the Library staff. Mr. Deem's note was most appreciated.

Unfinished Business: None

New Business: None

At 6:06 p.m. the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary