

## Minutes of the Bernardsville Library Board of Trustees Regular Meeting September 21, 2021

**Attendance:** Board members John Bertoni, Rich Diegnan, Mark Krook, Lucy Orfan, Skip Orza, Terry Thompson, Christine Zamarra, and Amy DeMilt were present at the meeting. Alexandria Arnold, Executive Director, Bernardsville Public Library, and Library staff members Meaghan Darling, Jill Hackett and Laura Cole were also present.

**Not Present:** Nancy Verduin, Gretchen Dempsey, and Leslie Brown-Witt.

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 in person, at the Library Community Room and the public has been invited to participate, and told how to participate, 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>.
- They are also at the Library’s circulation desk on Monday, September 20, and Tuesday, September 21, 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.

Pledge of Allegiance

**Approval of Minutes:** Ms. DeMilt asked for any comments or edits on the minutes for the July Board of Trustees meeting. Mr. Krook identified two non-substantive amendments. Ms. DeMilt moved to submit the July 20, 2021 meeting minutes as amended for approval, the motion was seconded by Mr. Bertoni, and the minutes were approved unanimously.

**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 has received 2 generous \$1000 donations: (1) The Schaefer Foundation, a long standing donor, provided a \$1,000 unrestricted donation, and (2) Fran Fischer donated \$1000 identified for STEM youth services program.

Ms. Arnold indicated going forward we will now be able to identify statistics year to date format, rather than month over year, making it much easier to group information. She worked with the

Polaris administrator from MAIN to accomplish this end; as a result there will be a minor adjustment in the circulation numbers. There has been an increase in the number of patron requests most likely as a result of patrons adapting to MAIN. Tammy Shaw had a number of projects pending at the time of her departure, one of which was a March purchase executed in May which explains the purchase increase.

**Treasurer's Report:** Mr. Krook reviewed the Treasurer's report which contained two reports for July and August. Noted that the electric bills were received in August, representing an increase from 2020 but consistent with 2019.

Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 7/21/2021 to 9/20/2021 and to ratify the payment of bills received and paid from 7/1/2021 to 7/20/2021. Mr. Diegnan seconded the motion, which was then passed by unanimous roll call vote.

### **COMMITTEE REPORTS:**

**Finance:** No meeting, one is planned for the end of the month. Some strategic reviews are planned and will report further next month.

**Personnel:** No meeting.

**Policy:** Meeting held on September 13, 2021. Ms. Orfan indicated the following items were discussed at that meeting:

- Unattended Children Policy – the policy was updated during COVID mandating that any child under 15 must be in attendance with an adult. Discussion was held and a decision was to maintain the present COVID updated policy in place with a reassessment before the October 19 meeting. No action at this time.
- Second item – Ms. Arnold has initiated a review of all of the Library policy manuals; 3 policies have been reviewed to date with the following recommendations:
  - (i) Library Hours: Reviewed with recommended policy changes reflected in packet:
    - (a) Published hours will be posted outside and inside of the library;
    - (b) Official library time would be identified by the Library circulation desk clock;
    - (c) Eliminate other items that were procedure and not policy;
    - (d) Title will read "Library Hours of Operation Policy".
  - (ii) Bulletin Board: Reviewed with recommended policy changes reflected in packet. Ms. Thompson recommended other edits via email. Same content but reorganized with explanatory paragraph identifying purpose of the dissemination of information.
  - (iii) Appeals Process: Ms. Arnold needed to reaffirm the Appeals Process policy with current date. Ms. Thompson suggested proposed edits.

Ms. Orfan moved to have the above changes to the Library Hours, Bulletin Board, and Appeals Process policies as amended accepted and dated 9/21/21, this motion was approved unanimously.

**Planning:** The proposed survey will be sent to Board members; any responses need to be submitted by next Monday 9/27/21. The survey will be accessible on the Library web site and available in the Bernardsville News via a QR Code. There is consideration that the survey may be accessible on the Borough website. 700+ responses are required for survey validation.

#### **PUBLIC PARTICIPATION:**

**Friends of the Bernardsville Public Library:** Nancy Verduin, for the Friends, reported by email that the Friends are planning a concert for 9/26/21, with Andy and Judy – folk music. Masks will be required and attendance will be limited. Other concerts are planned for October and December and monthly movies to begin in October. Key sponsors for the mini-golf event have been approached with only one declining at this time. Decision will be made at the Friends’ next meeting on timing of the golf event, perhaps late winter.

**Bernardsville Library Foundation:** Leslie Brown-Witt for the Foundation reported via email. Behind budget on the newsletter response that was anticipated.

“Non-Event” went live on September 13, 2021; 26 items are available – invitations forwarded this week. The Library has 50/50 tickets as well as grab bags available. The Trustees have been requested to make a donation to support the Foundation.

**Communications:** Two communication items to note: (1) compliment to Meaghan Darling; and (2) a note from Chief **Valentine** for participating in National Night Out.

**Unfinished Business:** None

#### **New Business:**

Ms. Arnold indicated that when the Library moved to the MAIN consortium the self-checkout station in use was rendered obsolete. Ms. Arnold is recommending that the Library purchase a self-checkout associated with Polaris. The self-checkout ME scan is referenced in the packet; it is easy to introduce, easily incorporated and very intuitive. Request is that Board approve the ME Scan table top model purchase – variation in price up to \$3,200 for the top-end model, this price would also include shipping. The purchase would be funded by unrestricted funds.

Mr. Krook recommended the unrestricted reserves would be the avenue to decrease these reserves since this would be a capital expenditure. Mr. Bertoni inquired as to the impact of Polaris upgrades. There would be none per Ms. Arnold - there will however be a licensing fee associated with the new scanner.

A motion was made by Ms. Thompson for \$3,200 of the unrestricted reserves to be used for the purchase of the self-checkout station. Seconded by Mr. Krook. The motion was approved by roll call vote unanimously.

Second new business item is a request for a new book cart bin for the Book Return Drop box outside. The old book cart bin has rusted and has become a safety concern. A new book cart bin would be approximately \$1,199. Ms. Arnold requested that the Library purchase the bin in an amount of \$1,500 allowing for shipping and delivery into the library. Mr. Krook made a motion that such funds from the unrestricted reserves be used for purchase of the book cart bin. Ms. Thompson seconded the motion. The motion was approved by roll call vote unanimously.

Third new business item - discussion with respect to having a virtual July Board of Trustee meeting limited to review and bill pay unless there was some type of emergency mandating a full meeting. Alternatively, Mr. Orza suggested that the Trustees have a July meeting foregoing June and August meetings. A motion was made by Mr. Bertoni that no June or August Board of Trustee meeting would be held unless an emergency meeting was necessary and to have only the July Board of Trustee meeting in the summer months. Ms. Zamarra seconded the motion which was approved unanimously.

At 6:24 p.m. the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary