Minutes of the Bernardsville Library Board of Trustees Regular Meeting
February 15, 2022 By ZOOM

Attendance: Board members John Bertoni, Rich Diegnan, Skip Orza, Terry Thompson, Jena McCredie, Nancy Verduin and Amy DeMilt were present at the meeting. Alexandria Arnold, Executive Director, Bernardsville Public Library, Leslie Brown-Witt, Bernardsville Library Foundation and Library staff members Laura Cole and Jill Hackett were also present.

Not Present: Mark Krook, Gretchen Dempsey

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 meeting 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 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.
- The agenda and documents to be discussed at this meeting are available for review in advance of today’s meeting on the Library’s website, https://bernardsvillenlibrary.org/home/board and also at the Library’s circulation desk during regular library hours.
- Members of the public are invited to comment either during the public comment period of the meeting or by submitting written or emailed comments in advance of the meeting. All commenters should identify themselves by name and street address.

Roll Call

Disposition of Minutes of Previous Meeting: Ms. DeMilt asked for any comments or edits on the minutes for the January Board of Trustees meeting minutes, Ms. DeMilt moved to submit the January 18, 2022 meeting minutes for approval, Mr. Bertoni seconded the motion, and the minutes were approved.

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

Staffing: Circulation staff had been short three people - one due to Janice Kildea’s resignation in December, and two due to Jack Haggis’ promotion. The Library has hired Grace Sullivan, Mimi Brown, and Marcia Asdal to the circulation staff. Once the staff has been adequately trained, planning to reopen Thursday morning hours. In addition Joanna Askey has been hired as the Administrative Assistant concentrating on capital projects (temporary position through the end of the year). Joanna is currently on the Long Hill Township Library Board of Trustees, serves as the LHT PTO Treasurer, and was previously on the LHT Open Space Committee.

ESL Program: This was an important program prior to COVID and looking to reestablish it. The Library has contacted 36 volunteers; 19 said they would not return or did not respond; 8 said they would return, but not now; 9 said they would return now. Given the varied requested schedules and needs the Library cannot field an ESL team at this time. The plan is to reach out to volunteers and perhaps with flexibility the Library can reestablish the program in the fall.
Treasurer's Report: In addition to the items in the Treasurer's report, Mr. Krook submitted the following via email report:

It is early into the 2022 Budget with low spending at this time. There have not been any budget discussions with the Borough as of this date, so assumptions have been built into the Budget based upon 2021 Budget. The janitor and maintenance service monthly fees will increase in February 2022. We anticipate funding on Budget in early 2022.

Action on Bills: Mr. Bertoni moved to approve the Treasurer's Report, to pay the new bills received from 1/19/22-2/15/22 and to ratify the payment of bills received and paid from 12/21/2021 to 1/18/22. Ms. Verduin seconded the motion, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: None

Personnel: An Executive Session is planned immediately following this meeting.

Policy: Meeting scheduled week of 2/21/22 to discuss 4 policies.

Planning: No meeting was scheduled. The Library did receive a second proposal on the bathroom renovation. Ms. Thompson and Ms. Arnold had a brief meeting with the Borough to discuss the Library using the Borough's qualified purchasing agent for identified projects, no outcome of that meeting.

PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Nancy Verduin reported that the FBPL met during January. No determination on mini golf. Moving forward with concert perhaps on-line, still working through. Campaign year looks good.

Bernardsville Library Foundation: Leslie Brown-Witt for the Foundation reported that Foundation had a pending IRS penalty for 2019 taxes, which has been reversed. The Foundation has new accountant in place, the Foundation Board approved December financials and 2022 budget. The Foundation would like to thank FBPL which assumes the expenses for their shared storage space, most appreciated. The major endowment meeting put off until March 8, 2022.

COMMUNICATIONS: Nothing

UNFINISHED BUSINESS:

- Windrush Project – Ms. Arnold received responses to the Library correspondence sent to the student Ashwin Barama; some responses were partially answered. In sum, the project would have been a 20 year permanent structure installation entailing maintenance costs and physical upkeep. Spacing was recommended 5.5 cubic meters may need fencing installation. Numerous questions remain outstanding.

  Discussion: Ms. McCredie indicated that the Windrush Project has found an installation venue by the Polo Grounds with sponsorship outside of the Library.
• By-Laws sent for review; the ad hoc by-law committee will convene virtually at a mutually agreed upon date.

NEW BUSINESS:

• Continued discussion of patron usage and credit card/PayPal/Square transaction fees. The Library does not intend to cover the transaction fees associated with using PayPal or other credit cards and agrees these fees should be passed on to the payor.
• Review of various vendors and proposed transaction fee structure with discussion following. The following PayPal transaction fee structure seemed fair to patrons and the Library:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01 - $10</td>
<td>$1.00</td>
</tr>
<tr>
<td>$10.01 - $50</td>
<td>$3.00</td>
</tr>
<tr>
<td>&gt;$50</td>
<td>$5.00</td>
</tr>
</tbody>
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• Motion was made by Mr. Bertoni to accept the proposed PayPal transaction fee structure; Mr. Orza seconded the motion which was then passed by unanimous roll call vote.

At 6:14 p.m. the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary