

**Minutes of the Meeting of the Board of Trustees  
of the Bernards Township Library  
April 30, 2008**

**1. CALL TO ORDER**

President Joan Graff called the meeting to order at 7:30 p.m. in the Bernards Township Library Program Room A.

**2. SUNSHINE LAW REMINDER**

In accordance with the requirements of the Open Public Meetings Law of 1975, notice of the meeting was posted on the bulletin board in the Reception Hall of the Municipal Building, Collyer Lane, Basking Ridge and the Bernards Township Library Public Notices bulletin board; was mailed to *The Bernardsville News*, Bernardsville; was filed with the Township Clerk; and was posted on both the Township's website and the Library's website.

**3. ROLL CALL**

**Present:** Lois Bloom, Joan Graff, Rima Khalil, John Malay, Mary Jane McNally, Tim Opremcak, Tracy Redling, Marie Schelfaut

**Absent:** Wilma Harner

**4. PUBLIC COMMENT**

There were no members of the public present.

**5. APPROVAL OF MINUTES**

**MOTION 08-13** was made by Rima Khalil and seconded by Lois Bloom to approve the minutes of the March 26, 2008 meeting as amended. The motion carried unanimously.

**6. PRESIDENT'S REPORT**

- Ms Graff circulated pictures of the car fire in the library parking lot. The Board expressed thanks to Jonathan Green and concerns for his health after learning how he moved cars away from the fire in heavy smoke conditions.
- Ms Bloom reported that the recent cardiac arrest incident in the library prompted a staff member to request guidance regarding making first aid decisions. Such a topic would need to be run by Township Administrator Bruce McArthur and Candace Forster of Hurley Insurance Agency because of JIF liability.

**7. EXECUTIVE SESSION**

**MOTION 08-14** was made by Lois Bloom and seconded by Rima Khalil to go into executive session at 7:45 pm for the purpose of discussing personnel matters. The meeting resumed in open session at 7:48 pm

## 8. DIRECTOR'S REPORT

- **MOTION 08-15** was made by John Malay and seconded by Lois Bloom to hire Ellen Stork as Supervising Librarian, Children's Services. The motion passed unanimously.
- Ms McNally read correspondence from two patrons, one who had experienced a health emergency in the library and another who is associated with the Canine Companions. Both correspondents expressed their appreciation for the service experienced and were highly complimentary of the Library staff.

## 9. COMMITTEE REPORTS

### A. Treasurer/Finance—Lois Bloom

- According to CFO Bruce McArthur, the Library has enough in its reserve account to afford the roof replacement project.
- Ms Bloom suggested that in light of funding projections this might be a good time for the Library to investigate a capital improvement plan
- Spending of the 2008 temporary allocation is proceeding normally while the final budget figures are being developed. The final budget is on hold for state figures

### B. Friends of the Library Liaison—Wilma Harner No report

### C. Land and Building—Rima Khalil

**MOTION 08-16** was made by John Malay and seconded by Lois Bloom to accept the bid of \$245,585 made by D.A. Nolt for the Library re-roofing project with the understanding that Purchasing Agent Francis Decibus will write the contract and Pat Monaco and Nick O'Keefe of Public Works will coordinate with the vendor. The motion passed unanimously.

### D. Legislation—Mary Jane McNally No report.

### E. Personnel—Joan Graff and Tim Opremcak Included in the Director's report

### F. Policy—Joan Graff

Ms Graff called for discussion of two draft policies that had been distributed to the board previously. **MOTION 08-17** was made by Mary Jane McNally and seconded by Lois Bloom to adopt the proposed Disciplinary Action Procedure and Termination policy. The motion failed unanimously.

**MOTION 08-18** was made by Lois Bloom and seconded by Rima Khalil to adopt the Planned Continuous Improvement policy. The motion failed unanimously.

### G. Programming—Joan Graff No report.

H. Technology—Mary Jane McNally

- Ms McNally distributed an article from *The New York Times* that highlighted downloadable books in libraries, including our e-book vendor Overdrive.
- Progress on the FIOS upgrade is included in the Director's written report. Switching to FIOS should save the Library approximately \$8,000 over three years.
- The staff would like to purchase a self-checkout station for the Children's Library. Because of the considerable cost, the staff will continue to analyze the benefit of instituting this service.

I. Township Committee Liaison—John Malay

**10. OLD BUSINESS**

**11. NEW BUSINESS**

The MUF dinner will be May 7, 2008. Any Board members wishing to carpool should meet in the parking lot at 6:30 pm.

**12. ADJOURNMENT**

- **MOTION 08-19** was made by John Malay and seconded by Lois Bloom to adjourn the meeting at 8:40 p.m. The motion carried unanimously.
- The next meeting of the Bernards Township Library Board of Trustees will be 7:30 p.m., Wednesday, May 28, 2008 in the Lower Level Conference Room of the Library.