

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
October 24, 2018**

1. CALL TO ORDER

President Kippy Piedici called the meeting to order at 7:31 p.m. in the Bernards Township Lower Level Conference Room.

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 and the *Courier News*, Somerville; was filed with the Township Clerk; and was posted on both the Township's website and the Library's website.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Present: Richard Mazzio, Mary Jane McNally, Tim Opremcak, Vivian Pagoulatos, Kippy Piedici, Zina Pozner, and Cynthia Yin

Absent: John Carpenter

Also Present: Ruth Lufkin

5. TEEN SERVICES IN PRACTICE – RACHEL TALBERT

Teen Services Librarian Rachel Talbert reported on her first four months in the Teen Services position.

- This year 110 teens participated in the summer reading program. Although the number was down from previous years, this year's students reported reading more books.
- Programming for Teens continues to grow. The Creative Writing workshops and contest attracted 39 young writers.
- By far, the most popular Teen activity was the Harry Potter themed Escape Room, drawing 50 successful puzzle solvers.

6. PUBLIC COMMENT

There was no public comment.

7. APPROVAL OF MINUTES

MOTION 18-38 was made by Zina Pozner and seconded by Cynthia Yin to approve the minutes of the September 26, 2018 meeting as written. With Vivian Pagoulatos abstaining, the motion passed unanimously.

8. PRESIDENT'S REPORT

No report.

9. DIRECTOR'S REPORT

- Ruth reminded the Board that the Library staff's new email addresses follow the pattern of firstinitiallastname@bernardslibrary.org.
- The Library has received its 2019 one-third mil calculation of \$2,400,487.00. This figure is slightly (\$556) up from 2018.
- The Library has also received its FY2019 NJ Per Capita State Aid check of \$11,665.00. This figure is also a little bit larger than last year.
- The projector in Program Room B should be working now after visit from the audio technician.

10. COMMITTEE REPORTS

- A. Treasurer/Finance—Vivian Pagoulatos
Vivian reported that 79% of the year has passed and the Library Budget is 75% expended. The lines that might appear to be underspent are easily explained.
- B. Friends of the Library Liaison—Richard Mazzio
No report.
- C. Land and Building—Cynthia Yin
No report.
- D. Legislation & Advocacy—Mary Jane McNally
No report.
- E. Personnel—Mary Jane McNally
No report.
- F. Strategic Plan—
 - Kippy led the Board in a discussion regarding next steps toward Phase 3 of the Space Reorganization project. Major issues discussed included:
 - Fundraising:
 - The uncertainty surrounding the wait for the State Library to release guidelines for the Library Construction Bond Act.
 - The difficulty in setting a definite goal in light of the timing associated with awarding Bond Act funds.
 - The possible involvement of a professional fundraiser
 - The time involved in mounting a fundraising effort
 - Potential conflation in the mind of the public of a capital campaign with the Friends' Annual Fund Drive.
 - Brainstorming specific funding strategies such as identifying major donors, asking ten friends, holding a fundraiser, or selling bricks
 - Prioritizing:
 - Sequencing various parts of the project and establishing a desired order of completion
 - Determining where this project fits in relation to other capital projects such as the back-up generator.
 - Human Resources:
 - The need to assign responsibility for the project
 - The comfort level and availability of the trustees and The Friends of the Library to lead fundraising efforts
 - The current composition of the Board - several recently appointed members, one current vacancy, and one anticipated vacancy
 - The Board's willingness and ability to commit to moving forward

- Anthony lovino will be at the November Board meeting to describe the proposal in more detail and to address the Board's questions. The Board decided that it would be premature to make a significant effort to invite members of the public to this meeting. The board of The Friends of the Library and key Township staff will be invited.

H. Technology—Tim Opremcak
No report.

I. Township Committee Liaison—John Carpenter
No report

10. OLD BUSINESS

There was no old business.

11. NEW BUSINESS.

- Ruth summarized conversations with a vendor of self-checkout devices, a long-desired initiative of the Library. Staff members visited East Brunswick which has four self-check machines that are configured to either barcode or RFID checkout and check in, and significantly enhance patron service and staff efficiency. Ruth will present the Board with a recommendation in November.
- **MOTION 18-39** was made by Tim Opremcak and seconded by Zina Pozner to adjourn the meeting at 8:58 p.m. The motion passed unanimously.
- The next meeting of the Bernards Township Library Board of Trustees is scheduled for 7:00 p.m., November 28, 2018.