

**Minutes of the Regular Library Board of Trustees Meeting by Zoom
October 20, 2020**

Attendance: Board members John Bertoni, Patrice Cummings, Gretchen Dempsey, Rich Diegnan, Jeff Hammond, Mark Krook, Lucy Orfan and Terry Thompson were present at the meeting. Alexandria Arnold, Executive Director, Bernardsville Public Library, Nancy Verduin, President of the Friends of the Bernardsville Public Library, and library staff members Tammy Shaw and Jill Hackett were also present.

President John Bertoni called the Board of Trustees (“Board”) meeting to order at 5:31 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 site, 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 on 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, [bernardsvillelibrary.org/home/board-meetings/October 20](http://bernardsvillelibrary.org/home/board-meetings/October%20)
- They are also available at the Library’s circulation desk on Monday, October 19 and Tuesday, October 20, during regular library hours (10 a.m. – 5 p.m.)
- 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.

The notice was followed by the roll call.

Approval of Minutes: The minutes of the September 2020 meeting were approved with one correction.

Director’s Report: In addition to the items mentioned in her report, Ms. Arnold gave an update on the status of the Polaris work that is necessary to allow the library to become part of Main. She said that the scheduled blood drive has 27 appointments, close to the maximum.

Treasurer’s Report: Mark Krook noted that the library is three-fourths through the budget and that spending on Professional Services was above normal, but that we were underspent in other areas. There were no unusual bills or income amounts. He moved to approve the Treasurer’s Report, to pay the new bills received from October 1 to October 20, 2020 and to ratify the payment of bills received and paid from September 16 through September 30. Patrice Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports: Finance: Mr. Krook discussed the finance committee's initial budget proposal. The committee sees the library being underspent through the end of the year, and recommends reducing the request to the Foundation to an additional \$10,000 this year and reducing the requests to both the Foundation and the Borough for 2021. Depending on Borough finances, it may be preferable to spread the reduction over two years. Nancy Verduin asked why the Foundation request was not being reduced to nothing for the remainder of 2020. Leslie Brown-Witt said that the invitations to the Foundation virtual gala had included a reference to the library's need for funding from the Foundation.

Mr. Krook continued to discuss the 2021 budget, pointing out that no raises were given in 2020 so that the 2021 budget would include a 4% salary increase. He also addressed the 2% salary discount that has been in place for several years, which assumes personnel turnover and vacancies during the year of about 2% of the personnel budget lines. He said that the draft budget would be circulated and discussed by the board at the November meeting and submitted to the Borough.

Personnel: No meeting.

Policy: No meeting, but Mrs. Orfan reported that the COVID-specific policies will sunset on December 31, 2020, and will need to be reviewed and renewed before the end of the year. She decided that no policy changes were needed at this time.

Planning: No meeting.

Public Participation:

Nancy Verduin, for the Friends, reported that the parking lot concert had been a success, on a beautiful day, with people out of their cars and dancing (wearing masks). She thanked Tammy Shaw, Shura Arnold and the school district for their help.

Leslie Brown-Witt, for the Foundation, reported that the appeal letter was bringing in contributions slowly, and that the virtual event was bringing in contributions, silent auction bids, and raffle ticket purchases. She believes the event will make its projected total.

Dr. Dempsey left the meeting at 6:25 pm.

Communications: None.

Unfinished Business: None.

New Business: There was a discussion of the need to notify Polaris that our maintenance contract will terminate at the end of 2020, and agreement that the formal notice should be sent on a timely basis.

After brief discussion, Terry Thompson moved to adopt the resolution regarding standard procedures for remote meetings, a copy of which is attached to these minutes. Mr. Krook

seconded the motion, which carried by unanimous roll call vote.

Mr. Krook moved to accept the 2021 schedules of closing dates and board meeting dates. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

At 6.52 p.m. the meeting adjourned.

Respectfully submitted,
Terry A. Thompson, Secretary

RESOLUTION
REGARDING STANDARD PROCEDURES AND REQUIREMENTS FOR
PUBLIC COMMENT MADE AT REMOTE LIBRARY BOARD MEETINGS

BE IT RESOLVED, by the Board of Trustees of the Bernardsville Public Library (“Library Board”) that during a Governor-declared emergency, the Library Board may hold its meetings via Zoom or some other similar platform. Such meetings will be conducted in accordance with DCA regulations set forth at N.J.A.C. 5:39-1.1 through 1.7, as follows:

1. When utilizing an electronic communications platform or Internet-accessible technology to hold a remote public meeting, the Library Board shall also provide a telephonic conference line allowing members of public with limited or no internet access to listen and provide public comment.
2. The Library Board will allow members of the public to make public comment by audio or by audio and video. In advance of the remote public meeting, public comments may be submitted by electronic mail and in written letter form to the Library Director or Board Secretary by noon on the Monday preceding the meeting.
3. Public comments submitted through electronic mail or written letter before the remote public meeting will be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public listening. If the governing body elects to summarize duplicative comments, it will not summarize certain duplicative comments while reading other duplicative comments individually.
4. Speakers must state their name and address and shall limit their comments to three minutes.
5. If reading from a prepared statement, speakers shall provide a copy via email to the Library Director at aarnold@bernardsvillelibrary.org so it may be properly reflected in the minutes.
6. If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the Board President shall mute or keep on mute, or direct appropriate staff to mute or keep on mute, the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity.
7. In addition to transmitting notice to the newspapers, notice of Library Board meetings must also be posted on the door of the main public entrance to the library so that the notice is viewable from the outside, and on the library website.
8. Remote public meetings shall be subject to the requirements of the Open Public Meetings Act, and all other applicable ordinances, statutes and regulations.
9. This resolution shall take effect immediately.

ROLL CALL VOTE:

Those in Favor: Mmes. Cummings, Orfan, Thompson; Messrs. Bertoni, Diegnan, Hammond, Krook and Orza.

Those Opposed: None.

The foregoing is a true copy of a Resolution adopted by the Board of Trustees of the Bernardsville Public Library at its meeting on October 20th, 2020.

/s/ Terry A. Thompson-----
TERRY A. THOMPSON, Library Board Secretary

Dated: October 20th, 2020