

## **Minutes of the Bernardsville Library Board of Trustees Regular Meeting by Zoom December 15, 2020**

**Attendance:** Board members John Bertoni, Patrice Cummings, Gretchen Dempsey, Rich Diegnan, Jeff Hammond, Mark Krook, Lucy Orfan, Skip Orza 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, Leslie Brown-Witt, President, Bernardsville Library Foundation, and library staff members Laura Cole, Jill Hackett and Tammy Shaw 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/December 15](http://bernardsvillelibrary.org/home/board-meetings/December-15)
- They are also available at the Library’s circulation desk on Monday, December 14 and Tuesday, December 15, 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 November 2020 meeting were approved as submitted.

**Director’s Report:** In addition to the items mentioned in her report, Ms. Arnold noted that the library had received the official notice of the Construction Bond grant. She thanked Rocio Campbell and Laura Cole especially for their hard work in making sure that collection and patron data are being transferred accurately in preparation for the move to MAIN, which is still expected to be complete in early January. She said that she and Dr. Dempsey had both participated in a good call with Chief Valentine about planning for the snowstorm expected on Wednesday and Thursday.

**Treasurer’s Report:** Mark Krook noted that spending is in line with normal library spending, but without the gas or cleaning bills. There will be a total contribution of \$30,000 from the Library Foundation, which will include \$2,155 in raffle proceeds passed through the Friends. He moved to approve the Treasurer’s Report, to pay the new bills received from December 1 to December 15, 2020 and to ratify the payment of bills received and paid from November 18 through November 30. Richard Diegnan seconded the motion, which carried by unanimous roll call vote.

**Committee Reports: Finance:** Mr. Krook said that the Finance Committee had not met since the last

Board meeting, but there were two items he wished to address. First, the audit, which includes two items that are called out every year, first that the library uses DCA-approved accounting rather than GAAP accounting methods; the second that the library does not have records on its physical assets for depreciation purposes. Dr Hammond asked if these qualifications demanded any action, Mr. Krook replied that they did not. Second, Mr. Krook reminded that we had given no salary increases in 2020, not the usual 2%, and that the draft budget for 2021 includes a total of 4% for salary increases. He moved to approve a 2% increase effective January 1, 2021, with the remaining 2% to wait until the borough had finalized its contribution to the library budget and identified its own salary treatments for borough employees. He clarified that this was not a retroactive salary increase, and noted that the library is expecting to function in its present Covid environment through June of 2021, and that expectation has been factored into the proposed budget. Terry Thompson seconded the motion, which carried by unanimous roll call vote.

**Personnel:** Ms. Thompson told the board that she had not completed a draft of Ms. Arnold's review as she pulled a muscle in her back over the weekend and had been in pain. It will be reviewed at the January board meeting.

**Policy:** Lucy Orfan reported that the Policy Committee met on December 1 and considered the policy changes adopted in June, 2020 in connection with reopening to patrons. She moved that the changes, with one revision to add not allowing food or drink in the library, be readopted through June 30, 2021. Skip Orza seconded the motion, which carried unanimously. The readopted policies are attached to these minutes. Mrs. Orfan mentioned that the Policy Committee had considered whether Ms. Arnold already had the authority to close the library to patrons, for instance if a staff member became ill with Covid or if the infection rate went up in this area, and considered that she already had that authority as she does to close the library in bad weather.

**Planning:** No meeting.

### **Public Participation:**

Nancy Verduin, for the Friends, reported that their fund-raising letter had gone out and has so far brought in about \$18,000. They had no meeting in December. Mr. Diegnan suggested that the Friends look into participating in "Giving Tuesday".

Leslie Brown-Witt, for the Foundation, reported that the Bernardsville News had published a thank-you letter she wrote to thank contributors to the non-event, and that her board had voted to transfer \$10,000 to the Endowment this year and approved the 2021 budget. The Foundation has appointed three new honorary trustees, Mary Ann Donaghy of The Bookworm, and Drs. Neill and Julia Johnson. They will vote for their officers at the January meeting. She thanked Tom Stiff, a board member who won the 50/50 raffle, for donating his winnings back to the Foundation, and made a brief financial report.

**Communications:** Mr. Bertoni reported that the library has been contacted by a lawyer representing the estate of Maria Reid, a library patron, who had named the library as one beneficiary in her will. They want to send a partial distribution provided that the library executes a Refunding Bond, stating that if the estate needs the money to pay estate taxes the library will refund the partial distribution. The refunding

bond was discussed, and there was general agreement to sign the bond, accept the partial distribution, and keep it separate on the books. Mr. Krook reported that he and Ms. Arnold had been invited to meet with the Borough Finance Committee on Wednesday evening, December 16, for a first discussion of the library budget. Ms. Thompson mentioned that the letter about the Construction Bond award included a stipulation that the matching funds be confirmed by an early 2021 date; Mr. Krook said he would mention that to the Finance Committee if there was time, but they had only been allotted 15 minutes.

**Unfinished Business:** None.

**New Business:** None.

Before adjourning, Mr. Bertoni thanked Patrice Cummings for her service as a trustee. Mrs. Cummings said it had been a wonderful journey for eleven years, and she was looking forward to continuing to support the library through the Foundation.

At 6:20 p.m. the meeting adjourned.

Respectfully submitted,  
Terry A. Thompson, Secretary

# Updates/Additions to Library Policy

*May 19, 2020, revised December 15, 2020*

**Goal:** To comply with State and Municipal orders / guidelines and maintain the safety of patrons and staff while restoring services to the community as quickly and robustly as possible.

Note: Lifting of face mask requirement, occupancy requirements, etc. will be guided by State and Borough orders.

As conditions change the policies will be reviewed. Otherwise, if appropriate they will sunset on ~~December 31, 2020.~~ **June 30, 2021.**

## **Patron rules of conduct**

**Patrons are expected to wear masks pursuant to government recommendations, not to visit the library if they are feeling ill, and to follow appropriate social distancing recommendations.**

- 1) Patrons are expected to follow appropriate social distancing requirements of 6'. In order to ensure appropriate social distancing, the library limits family and social groups to no more than four people at one time.
- 2) If the library is at capacity, patrons will be requested to stay no longer than one hour.
- 3) If a patron refuses to wear a mask, he or she will not be allowed to enter the library.
- 4) Patrons displaying signs of illness, such as frequent coughing or sneezing, should not try to enter the library.
- 5) **Patrons may not bring food or drink into the library or consume food or drink in the library.**

The library reserves the right to ask people to leave the building if they do not follow these rules.

## **Community room, small meeting room, story time room, quiet study room**

All library meeting rooms will be closed until further notice.

**Computer use**

The Director is responsible for creating and implementing procedures to provide time limits for individual patrons so that more patrons can use computers while capacity limits are in place and to facilitate appropriate cleaning procedures as needed.

**Unattended children**

Because of the problem of supervising social distancing at the present, we are changing our rules to require that children under the age of 15 years may not be in the library unless under the constant, direct supervision of an adult caregiver who is 21 years or older.

**Borrowing policy**

The Library Director is responsible for reviewing and implementing limits on borrowing materials to ensure maximum access for all patrons.