

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

May 9, 2011

Prepared: May 11, 2011

Approved:

Adequate notice of this meeting was provided by advertising in the Courier News and posting notice in the Library and Town Hall at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

The meeting was called to order by Hope Danzis at 7:35 PM.

PRESENT: Judith Rattner, Hope Danzis, Sheila Buthe, Karin Miller, Naomi Rizzuti, Joseph Bruno, Leslie Kaltenbach.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

AUDITOR INTERVIEWS- Joanne Boos of Hodiuk & Morrison was interviewed. A verbal estimate of \$5,000 for an annual audit was given.

SECRETARY'S REPORT: Karin Miller made a motion to approve the Minutes of April 11, 2011, the Special Meeting of April 18, 2011 and the Special Meeting of April 25, 2011. Sheila Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT: Karin Miller made a motion to accept the Treasurer's Report. Naomi Rizzuti seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS: None.

BOARD REPORTS: Karin Miller, Hope Danzis and Naomi Rizzuti and Stephanie Bakos will attend the MUF annual dinner on May 11, 2011.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – The report has been distributed.

Building and Grounds – Ms. Bakos asked Mayor Bruno if he could help get a determination on the ownership of a tree that stands on the neighbor's side of the library's fence.

Other - Ms. Bakos and Ms. Buthe will attend a Strategic Plan meeting scheduled for May 24th for compiling information to be submitted. Ms. Bakos reported that the Ivy Group wants more staff and board development.

Foundation – A joint meeting of the Foundation and the Board was held on April 18. The next meeting is scheduled for (date)

Marketing – No report.

MAYOR'S REPORT: Joseph Bruno remarked that wine and cheese tastings and chili cook off s that have been held in this area are the type of successful fundraising events that might be considered for the library. Bruno also said that the library would benefit from more and better publicity.

Following the completion of the forensic audit, the Township Administrator is acting as the Finance Officer.

OLD BUSINESS: Naomi Rizzuti noted that an article in the May 4 issue of the Independent Press incorrectly reported that the new dedicated line item for libraries on property tax bills represents a tax increase. Ms. Bakos said that a Department of Community Affairs handout explaining that the dedicated line does not result in any increased taxes was posted on the library website and is available at the service desks in the library. An appropriate response was discussed. Sheila Buthe will draft a letter to the Independent Press.

NEW BUSINESS: see Auditor Selection below.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Hope Danzis made a motion to go into Executive Session to discuss personnel matters. Karin Miller seconded the motion and it passed unanimously. Hope Danzis made a motion to come out of Executive Session. Judith Rattner seconded the motion and it passed unanimously. Report of action taken: A temporary part time technical services librarian will be sought.

AUDITOR INTERVIEW: Tim Vrael of Vrael & Associates was interviewed. A verbal estimate of \$4,000 for an annual audit was given.

Auditor Selection - The auditor presentations were discussed, and Morrison Sheila Buthe made a motion to hire Tim Vrael to do the annual audit and to go over the 2009 and 2010 audits and possible other work. Karin Miller seconded the motion and it passed unanimously.

ADJOURNMENT: Karin Miller made a motion to adjourn at 8:58 PM and all agreed.