

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

May 12, 2014

Prepared: May 21, 2014

Approved: August 19, 2014

In accordance with the Open Public Meetings Act, this meeting was included in the annual meeting notice published in the Star Ledger and Courier News. Notice was also posted in the Library and Town Hall at least 48 hours in advance.

The meeting was called to order by Hope Danzis at 7:50 PM.

PRESENT: Joseph Bruno, Hope Danzis, Karin Miller, Sheila Buthe.

ABSENT: Judith Rattner, Naomi Rizzuti, Leslie Kaltenbach,

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

SECRETARY'S REPORT- Karin Miller made a motion to accept the minutes of April 21, 2014. Sheila Buthe seconded and the motion passed unanimously.

TREASURER'S REPORT-

The second municipal payment of \$70,000 was received today and will be listed in the next financial report.

CORRESPONDENCE AND GIFTS – The Woman's Club donated two books.

BOARD REPORTS – Karin Miller reported that she, Ms. Bakos and Ms. Danzis attended the annual MUF dinner where a majority of libraries reported that they are having HVAC and roof concerns.

CITIZEN HEARING ON AGENDA ITEMS (name and address) - No one spoke.

DIRECTOR'S REPORT

Circulation –The statistics have been corrected for all categories in the collection.

Building and Grounds – The tree work has been completed.

Other- The municipal budget was approved at the last council meeting. More than 60 people attended the Opera Pastiche performance on May 4th. Board members were reminded fill out financial disclosure forms and respond quickly. The Library will participate in the annual Rotary Rubber Ducky day on May 31st.

Foundation – The Foundation will be invited to attend the June Board meeting to discuss the need for fund raising.

Marketing – Ms. Bakos is working on a public shredding day to be scheduled on a Saturday morning.

MAYOR'S REPORT- Joseph Bruno reported on developments in the downtown area and upcoming events including plans for an expanded street fair.

OLD BUSINESS

Roof- The architect has contacted BuildRite LLC to finalize what is needed for the building permit.

HVAC – (continued below) Karin Miller and Stephanie Bakos have made the Administrator and Municipal Attorney aware of improvement projects at BHPL that may influence the ongoing negotiations between the Township and Little Flower.

EXECUTIVE SESSION: Sheila Buthe made a motion to go into Executive Session for Facilities Contract Negotiations. Karin Miller seconded the motion and it passed unanimously at 8:27 PM. Resolution (Attached) Sheila Buthe made a motion to come out of Executive Session at 9:01 PM. Karin Miller seconded the motion and it passed unanimously. No action was taken.

OLD BUSINESS continued

HVAC - Ms. Bakos reported that the Mechanical Engineer is preparing an estimate for the entire project and reviewing exactly which pieces need replacement.

NEW BUSINESS

Update Interlibrary Loan policy - discussion tabled.
Statement concerning donations - discussion tabled.

PUBLIC HEARING: No one spoke.

ADJOURNMENT: Sheila Buthe made a motion to adjourn; Karin Miller seconded and the meeting was adjourned at 9:06 PM and all agreed.