

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

December 8, 2014

Prepared: December 10, 2014

Approved: January 12, 2015

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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 Leslie Kaltenbach at 7:35 PM.

PRESENT: Naomi Rizzuti, Joseph Bruno, Linda Nessonson Leslie Kaltenbach.

ABSENT: Judith Rattner, Sheila Buthe Karin Miller.

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

SECRETARY'S REPORT: Minutes 11/10/2014 and Executive Session Minutes 10/11/12, 11/12/12, 12/10/12, 1/14/13 and 2/11/13 - Leslie Kaltenbach made a motion to accept the Minutes of 11/10/2014; Naomi Rizzuti seconded the motion and it passed unanimously. Leslie Kaltenbach made a motion to accept the Executive Session Minutes of 10/11/12, 11/12/12, 12/10/12, 1/14/13 and 2/11/13; Joseph Bruno seconded.

TREASURER'S REPORT: Leslie Kaltenbach made a motion to accept the Treasurer's Report for November 2014. Joseph Bruno seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS: A donation of \$100.00 was received from Catherine Avril, the daughter of former staff member Vivette Pillotin.

BOARD REPORTS: MUF meeting 11/17 at Morristown/Morris Township Library- Naomi Rizzuti reported that she and Ms. Bakos attended the MUF Fall Meeting. Morristown has a new sewer system, New Providence has a new website and weekly Tech Times led by volunteers, Summit office and meeting spaces have been reconfigured or reassigned, Madison raised \$23,000 at a Touch the Truck event, and Long Hill had a successful concert series.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – November circulation of downloadable titles was down for ten days due to problems with installation of a new firewall.

Building and Grounds - Nothing to report.

Other – Libraries of Union County Consortium is sending a letter to the Mayor and Library Board President of Hillside to ask when the library will reopen after being closed for 14 months. The Director distributed the preliminary work on the Strategic Plan. A series of surveys on library use will start early in 2015. The Director distributed statistics from the State Library for 2013. The Director distributed a report of Overdrive usage for members of e-libraryNew Jersey, BHPL's use continues to increase. The Director is researching Hoopla, a downloadable service based on payment per use rather than ownership of titles. At the Council meeting on January 6, 2015 the Town Planner will discuss the various plans being considered as part of the land Swap.

Foundation – No report.

MAYOR’S REPORT: See below.

**OLD BUSINESS:**

2013 Audit- Following a look at the general comments by auditor Tim Vrabel in reference to the 2013 audit report, Leslie Kaltenbach made a motion to accept the audit report for 2013. Joseph Bruno seconded the motion and it passed unanimously.

**NEW BUSINESS:**

Meeting date for 2015 Reorganization – Leslie Kaltenbach made a motion to meet on the second Monday of each month at 7:30 PM with July and August optional. Joseph Bruno seconded the motion and it passed unanimously. (Attached) The Reorganization meeting will be held on January 12, 2015.

Pay-to-Play - Leslie Kaltenbach made a motion to approve the determination of value statements for 2015 for Recorded Books; Ingram Library Services; TLC; and Overdrive. Joseph Bruno seconded and the motion passed unanimously. (Attached)

2015 Holidays Leslie Kaltenbach made a motion to accept the list of 2015 Holidays prepared by Ms. Bakos. Linda Nessenson seconded the motion and it passed unanimously. (Attached)

Resolution for Leslie Kaltenbach- Joseph Bruno read a resolution thanking Leslie Kaltenbach for her many years of service as a Board member. Leslie Kaltenbach made a motion to adopt the resolution. Naomi Rizzuti seconded the motion and the resolution was adopted unanimously.(Attached)

Preliminary 2015 Budget- After reviewing the 2015 Preliminary Budget presented by Ms. Bakos, Leslie Kaltenbach made a motion to accept the 2015 Preliminary Budget. Joseph Bruno seconded the motion and it passed unanimously. (Attached)

After discussion, Leslie Kaltenbach made a motion to accept the 2015 Preliminary Operating Budget. Joseph Bruno seconded the motion and it passed unanimously. (Attached)

Personnel and Salaries- Leslie Kaltenbach made a motion to increase all employees, except pages, with a 2% raise as of January 1, 2015. Linda Nessenson seconded the motion and it passed unanimously. Ms. Bakos noted that page salaries will be raised to the new minimum wage of \$8.38 per hour on January 1, 2015.

Paul Schroeder, part time Reference & IT Librarian, has submitted his resignation with December 23 as his final work day; a replacement is being sought. Ten applications have been submitted for the part time Circulation Library Assistant opening.

MAYORS REPORT: Joseph Bruno reviewed his four years of serving on the Board, thanked the other members for their effort and dedication, and looked toward development of the library’s future.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session.

ADJOURNMENT: Leslie Kaltenbach made a motion to adjourn at 8:53 PM. Joseph Bruno seconded and all agreed.