

Free Public Library of Berkeley Heights  
Board of Trustees  
October 14, 2019  
Prepared: October 16, 2019  
Approved: November 11, 2019

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Adequate notice of this meeting has been provided by posting same on the bulletin board at Town Hall and Library and forwarding notice to the Star Ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

The meeting was called to order by O'Halloran at 7:00 PM.

PRESENT: Linda Nessenson, Donna Boyd, Diane O'Halloran, Superintendent's Alternate Frank Geiger, Mayor's Alternate Kevin Hall, Sheila Buthe

ABSENT: Ann Bunyaner

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

SECRETARY'S REPORT – Boyd motioned to accept the Minutes of September 9, 2019. Nessenson seconded the motion and it passed with Geiger and Hall abstaining.

TREASURER'S REPORT – The Library received over \$5,000 in Per Capita State Aid for 2018. The third quarter disbursement has not yet been received from the Town. More people have donated their returned \$10.00 deposits from the defunct Circuit Video service. Nessenson motioned to approve the Sept 29<sup>th</sup> financial worksheet. Boyd seconded the motion and it passed with Hall abstaining. Nessenson motioned to void damaged check # 8436. Boyd seconded and all agreed.

CORRESPONDENCE AND GIFTS- A memorial donation for Lois McManus and Rose Cyphers was made by the Berkeley Heights Woman's Club. A memorial donation was received for Carol Anderson. The Library received a donation to pay for an ad on the Rotary Pancake Breakfast placemat. A letter of apology was received from Little Flower after the public was left without access to parking and access during a recent church event.

Buthe arrived at this point.

After short discussion, all agreed that the Liaison's Report be moved up in the agenda. Bakos distributed information sheets from the Library's Attorney addressing matters concerning the Library/Municipal Transition Agreement, Mayor's Alternate and Library Law.

LIAISON'S REPORT- Hall focused on the Transition Agreement section 15 pertaining to furniture in Schedule C to be supplied by the Town for the new Library. Nessenson noted that Schedule C is based on the architect's conceptual plan, which is not the layout designed by Library Interiors.

Hall said the contract calls for the Town to give \$225,000 toward the furnishings; while the Library will be responsible for \$75,000. The actual furniture selection will be up to the library. Hall requested that Bakos will ask Library Interiors to prepare an updated list of furniture and pricing. Board members told Hall that change order prices are needed MAST and EPIX.

Geiger left at this point.

**BOARD REPORTS-**

A. Facilities – Committee members reported that they visited the Stewartsville Library and were impressed by the Maker Space with Sam’s Club furnishings and the use of end screens for information points.  
Bunyaner and Bakos attended the LUCC reception on Sept. 25<sup>th</sup> in Cranford and heard Rocky Romanella speak.  
The MUF Fall meeting will be held on Nov 12 at 4 PM in Morristown. Bakos and Buthe will attend?.

**CITIZEN HEARING ON AGENDA ITEMS-** No citizens present.

**DIRECTOR’S REPORT-**

Circulation – Downloadable circulations continue to rise. Fifty new borrowers joined the library last month;  
Weeding of the children’s collection is underway.  
Building and Grounds – Nothing to report  
Other – Union County Grant Award of \$5,000 as approved. 1/3 mill for 2020 will increase \$ 10,000 over 2019.

**LIAISON’S REPORT –** See above.

**BOARD REPORTS (continued)**

Strategic Plan- Nessenson presented the final form of the Strategic Plan. O’Halloran motioned to adopt the Strategic Plan; Boyd seconded and the plan passed unanimously. O’Halloran motioned to adopt the Space Plan for the future library in the new municipal complex (Attached). Nessenson seconded and all agreed.  
Marketing – Bakos recommended that the Board not act in choosing a website producer until additional information is received. Boyd motioned to hire Clear Point Design to produce a logo for up to \$2,000. Nessenson seconded the motion and it passed unanimously.  
Foundation- Meeting on October 17<sup>th</sup> at 7:00 – 29 Park Ave.

**NEW BUSINESS-** None.

**OLD BUSINESS-** None

**PUBLIC HEARING-** No citizens present.

**EXECUTIVE SESSION-** Not necessary.

**ADJOURNMENT-** O’Halloran motioned to adjourn at 9:05 pm. Buthe seconded the motion and it passed unanimously.