

Free Public Library of Berkeley Heights
Board of Trustees
November 11, 2019
Prepared: November 12, 2019
Approved as amended 12/09/2019

Adequate notice of this meeting has been provided by posting same on the bulletin board at Town Hall 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 7:02 PM.

PRESENT: Linda Nessenson, Donna Boyd, Diane O'Halloran, Superintendent's Alternate Diane Azalone, Mayor's Alternate Kevin Hall

ABSENT: Ann Bunyaner, Sheila Buthe

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

SECRETARY'S REPORT – Nessenson motioned to accept the Minutes of October 14, 2019. Boyd seconded the motion and it passed with Anzalone abstaining.

TREASURER'S REPORT –Bakos presented the 2019 Budget modification to include the addition of \$5,000 from a Union County Grant and an adjusted technology budget for 11 computers, 1 monitor, and Windows 10 installment. Increases in Hoopla and Over Drive budgets reflect the rise in public demand.

Boyd motioned to amend the 2019 Budget to reflect proposed changes. O'Halloran seconded the motion and it passed unanimously.

Boyd motioned to approve a proposal from Unicom for \$ 18,734.44 (attached) to replace and install 11 staff and public computers, 1 monitor, 11 Microsoft Office licenses, and necessary network upgrades. Nessenson seconded the motion and all approved.

CORRESPONDENCE AND GIFTS- None to report

BOARD UPDATES- MUF Fall Meeting on Nov. 12th at 4:00 in Morristown. Bakos and Buthe will attend.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation – Weeding is ongoing. Borrowing of downloadables is on the rise with circulation matching or surpassing several larger libraries. The Italian Language Conversation group has increased in attendance and now meets up to 4 times per month.

Building and Grounds – Nothing to report

Other – Nothing to report

After a discussion, Hall suggested that a council member be asked to present library news of public interest at Council meetings.

LIAISON'S REPORT- Hall reported that representatives of the Town, EPIC, and MAST will meet tomorrow with the Library Facilities Committee. Estimated Labor costs, categories and time estimates will be discussed. Bakos read the statement of eligibility for the Library Construction Grant which indicates that BHPL does not meet the criteria to apply.

BOARD REPORTS-

Facilities – No report

Strategic Plan- The plan was approved in October

Marketing- Boyd and Buthe will present website design findings in December.

Websites reviewed by the Board and Director were discussed.

Foundation – O'Halloran asked that the Board identify specific needs and target amounts for Foundation fund raising efforts. The Board will discuss specific needs at future meetings. Hall suggested that corporate sponsorships be sought.

NEW BUSINESS-

Preliminary 2020 Budget- A more concrete date for opening in the new location is needed.

Purchase of replacement computers (public and staff) See Treasurer's Report

OLD BUSINESS- None

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- Not necessary.

ADJOURNMENT- Boyd motioned to adjourn at 8:39 pm. Nessenson seconded the motion and it passed unanimously.

The November 11 meeting took place in the CAC, 345 Plainfield venue