

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

September 12, 2011

Prepared: September 13, 2011

Approved:

Public notice of the change of location for this meeting was provided by advertising in the Star Ledger 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 7:30 PM in the Conference Room at Town Hall.

PRESENT: Hope Danzis, Naomi Rizzuti, Karin Miller, Sheila Buthe, Leslie Kaltenbach.

ABSENT: Joseph Bruno, Judith Rattner,

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

SECRETARY'S REPORT: Karin Miller made a motion to accept the Minutes of July 18, 2011. Naomi Rizzuti seconded the motion and it passed unanimously.

TREASURER'S REPORT: Financial Worksheets for July and August were distributed. Adjustment to 2011 Treasurer's Report- [Leslie Kaltenbach and Laura Fuhro arrived at this point] Karin Miller made a motion to accept the 2011 Treasurer's Report as amended, as discussed at the July meeting. Sheila Buthe seconded the motion and it passed unanimously. More funds were allocated to the Building Category to cover Hurricane Irene expenses.

CORRESPONDENCE AND GIFTS: A grant for \$541.53 was received from the State Library for the purchase of healthy lifestyles materials. A memorial donation was made by Wendy Walsh and Phil Strauss for Ginny Lynch. A list of items purchased with donations made through the MOM's Club book drive is attached. A letter from Mayor Bruno was sent to all department heads asking that spending be curtailed in the wake of Hurricane Irene.

BOARD REPORTS: The LUCC Reception will be held in Plainfield on Thursday, October 6 at 6:30pm. The library will have a table with bookmarks, library information and giveaways at Family Fun Night at Mary Kay McMillin School on October 6. Hope Danzis and Stephanie Bakos attended the Trustee training program sponsored by LUCC at the Westfield Public Library on July 19th.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – Circulation was down due in part to Hurricane Irene.

Building and Grounds – The Meeting Room project conducted by Jay Morgan was completed. The divider was removed, sections of wall were replaced and the room was painted. Jay made Eagle Scout and will be invited to a future Board Meeting to be honored with a resolution. The library paid just over \$600 for materials used.

Other – Hurricane Irene - The Children's Room was flooded with sewage that came in through the plumbing during Hurricane Irene. The initial cleanup, carpet removal, drying out and moving of the collection was performed by First Responses Disaster Restoration Specialists for \$29,400 plus \$1,100 for furniture sanitizing. Argent Contracting capped off water to the boys and girls rooms, the water fountain and the slop sink. The ADA compliant bathroom with its ejector pump was not involved in the flooding. Possible plans for preventing future flooding are being weighed. Joann Mondini (Sewer Department), Bob Bocchino (Engineer) and Robin Greenwald (Construction Code Official) have been involved in exploring options. Three estimates for cleaning the air ducts are being sought

Marketing – Sheila Buthe reported that the Open House for k-1 children and parents, scheduled for October, has been postponed. The PSAT prep classes have been cancelled and will be considered again in the spring. A *Welcome to Berkeley Heights* flyer highlighting library services and resources has been prepared and will be mailed to each week's new residents.

In response to a query by Sheila Buthe concerning Tim Vrabel's contract, Ms. Bakos said that Barbara Russo spoke to the Township Attorney who said it was fine. The Director will ask Mr. Vrabel to fill out a political donation sheet to be prudent.

In response to The Board's recent letter to the Town Council, including the letter from Mr. Vrabel, Robert Woodruff remarked that the Council would like to meet with the Board. No date was set.

MAYOR'S REPORT: No report was given.

OLD BUSINESS:

Collection Development Policy – Karin Miller made a motion to approve the Collection Development Policy of May 13, 2002 as reviewed and revised. Sheila Buthe seconded the motion and it passed unanimously.

Boopsie for Libraries is moving along and will available to patrons as soon as the Apple application is available to us.

Sheila Buthe asked for a cost breakdown for annual services to the library supplied by the DPW. Ms. Bakos said she would take this request to the Township Engineer and the Head of Public Works.

NEW BUSINESS: Municipal Resolution concerning Boards, Commissions, Committees and Authorities was distributed.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: None.

ADJOURNMENT: Hope Danzis made a motion that the meeting adjourn at 8:32 pm and all agreed.