

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

April 23, 2012

Prepared: April 24, 2012

Approved:

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Adequate notice of this meeting has been provided by posting same on the bulletin board at the Library and 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 Karin Miller at 7:38PM.

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

ABSENT: Naomi Rizzuti, Judith Rattner.

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

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to approve the Minutes of the March 12, 2012. Hope Danzis seconded the motion and it passed unanimously.

TREASURER'S REPORT-. The first quarterly payment for 2012 was received late in March. Board members were reminded to complete their Financial Disclosure forms.

CORRESPONDENCE AND GIFTS- A Telesensory Aladdin Classic video magnifier was donated by Christine Carlin. This equipment is designed as an aid for reading print materials.

BOARD REPORTS- The MUF Annual Meeting will be held on Wednesday, May 2<sup>nd</sup> at Hamilton Park Terrace. Karin Miller, Hope Danzis and Naomi Rizzuti will attend. Brochures for the State Library's Trustee Institute were distributed.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

#### DIRECTOR'S REPORT

*Circulation* – The format for reporting program attendance will change next month to better reflect which types of programs are better attended.

*Building and Grounds* – The estimates for plumbing were presented by Ms. Bakos. Karin Miller made a motion to hire Hecht Argent to install an ejector pump on the janitor's sink and a check valve on the water fountain. Joseph Bruno seconded the motion and it passed unanimously.

The new meeting Room air conditioning and heating units have passed inspections.

*Other* – Friends- Leslie Kaltenbach will review the Friends by-laws to determine the procedure for dissolution. The Friends' funds will be used for a special project or program. BHPL's application to MRESC has been approved by the State. Personnel Policy – Ms. Bakos has been working on revisions and will send them to Eugene Huang for comment. Healthy Kids Day – The Library will be participating with several other community groups at an outdoor event at the Community Pool on Sunday, June 3.

Board members are invited to participate. Fire Inspector – A fire inspector recommended that the door at the top of the inside staircase be replaced with a door that would close automatically when the fire alarm sounds. Ms. Bakos reported that Construction Code Official, Robin Greenwald, said that the change is not required by law. The Board will not go forward on the suggestion at this time.

Disaster Preparedness- Susan Berenbak should complete the required floor plans by the end of this week.

*Foundation*- Ms. Bakos will contact Ms. Boxill to determine the date for the next meeting.

*Marketing-* Hope Danzis reported on the progress in planning the reception for local business owners to be held on Thursday, May 10, 5:50pm.

#### MAYOR'S REPORT

Joseph Bruno spoke about changes in the business district. The Mayor said that the budget has been introduced and will likely pass on May 8<sup>th</sup>.

#### OLD BUSINESS:

2012 Budget and Capital- Ms. Bakos presented the 2012 Preliminary Budget.(Attached) HVAC replacement, carpeting of the upper level and server replacement are of prime concern. Three HVAC firms have been consulted on the replacement of the failing air conditioning and heating systems for the new end of the building. Before proceeding further, a mechanical engineer will be brought in to advise. Carpeting can be purchased through the Middlesex Regional Educational Services Cooperative. Discarding will take place and furniture will be moved to create more room for comfortable seating. The old Linux website and data servers need to be replaced. The preferred Windows server would require 13 new pcs. Mayor Bruno suggested that a lease/purchase agreement might work. Ms. Bakos will investigate this possibility.

Transfer form- Karin Miller made a motion to put on record that the Board has seen the Proposed Transfer Form and that there is no money to return to the Township this year. Joseph Bruno seconded the motion and it passed unanimously.(Form attached)

Salaries- Ms. Bakos recommended that the Board follow the Township's lead in granting 3% raises for full time staff and 2% raises for part time staff. Leslie Kaltenbach made a motion to approve the recommended salary increases of 3% for full time staff and 2% for part time staff. No second. Mayor Bruno said that there were no part time employees this year and suggested that all raises should be 3%. Leslie Kaltenbach made a motion to accept the recommended salary increase for full time and part time staff of 3%, except for Pages. Karin Miller seconded the motion and it passed unanimously. (Salaries attached)

The Legal Representation Agreement from Eugene Huang was distributed.

Ms. Bakos said that she had confirmed that the Middlesex Regional Educational Services Cooperative does not arrange for book purchases.

Ms. Bakos reported that the average circulation is 200 items, not including renewals, during the 3 hours of service on Sundays during the school year. Ms. Bakos recommends closing on Sundays beginning in July and reopening on Sundays on Columbus Day weekend. The statistics, from April 2011 until April 2012 are decreased by the 10 week closure of the Children's Department due to Irene.

#### NEW BUSINESS:

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 8:51 PM, and all agreed.