

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
January 9, 2012
Prepared: January 10, 2012
Approved:

In accordance with the Open Public Meetings Act, this meeting was advertised by legal notices 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 Hope Danzis at 7:37 PM.

PRESENT: Naomi Rizzuti, Hope Danzis, Leslie Kaltenbach, Karin Miller, Joseph Bruno, Sheila Buthe.
ABSENT: Judith Rattner.

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

AUDIENCE: Town Council members, Craig Pastore and Robert Woodruff.

At the request of the Town Council, the library's new auditor Tim Vrabel, was on hand to speak with Town Council members Robert Woodruff and Craig Pastore. Mr. Vrabel answered a series of questions concerning a report generated in 2011 that did not include both income and expenses.

INTRODUCTION OF BOARD MEMBERS: Hope Danzis has been reappointed to the Board for a term that will expire on 12/31/2016.

ELECTION OF OFFICERS: Based on the practice of rotating through the offices, with Naomi Rizzuti declining office, Karin Miller is President, Sheila Buthe is Vice President, Hope Danzis is Treasurer, and Leslie Kaltenbach is Secretary.

SELECTION OF MUF DELEGATE: Hope Danzis nominated Naomi Rizzuti to be MUF delegate, Sheila Buthe seconded the motion and all agreed.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Sheila Buthe

Personnel – Karin Miller

Finance – Hope Danzis

By-Laws – Naomi Rizzuti

Technology – Leslie Kaltenbach

SELECTION OF OFFICIAL NEWSPAPERS:

Karin Miller made a motion that the Courier News be selected as the official newspaper. Leslie Kaltenbach seconded the motion and all agreed. Leslie Kaltenbach made a motion to amend the motion to include the Star Ledger as an official newspaper. Hope Danzis seconded the amendment and it passed unanimously.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Leslie Kaltenbach made a motion to approve the summary of bank accounts as presented. (Attached) Sheila Buthe seconded the motion and it passed unanimously.

SECRETARY'S REPORT: Leslie Kaltenbach made a motion to approve the Minutes of December 12, 2011. Hope Danzis seconded and it passed unanimously.

TREASURER'S REPORT:

Reinstate \$100 petty cash account – Karin Miller made a motion to reinstate the \$100.00 petty cash account. Joseph Bruno seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

The Township passed an annual resolution to re-appropriate fines and penalties to the library. Donations were received from Charles and Kay Heard and Richard and Rosemary DeWitt. Michael and Sheila Buthe paid for mural artwork by Bea Tobolewski for the Children's Room as well as for a locking bulletin board and new waste paper baskets. Ms. Bakos donated two books about the Eagle Scouts in honor of Jay Morgan.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – The December report and the annual report were distributed. The narrative of the annual report will be posted on the Library Blog tomorrow.

Building and Grounds – Ms. Buthe is collecting data on the cost effectiveness of services supplied to the library by the DPW.

Other – Council Meeting Dates were distributed. The Director and Assistant Director attended an Eagle Scout Court of Honor as guests of Jay Morgan. Future Board meeting notifications will be sent by email, not postcards. Ms. Bakos will attend the second strategic planning meeting at the YMCA. The Library and the Y will be working on a joint project for the spring.

Building - Jim Duda, in his capacity as an independent contractor, painted the Meeting Room Hallway and one Meeting Room wall.

Foundation- The next meeting date has not yet been set.

Marketing - Open-House on February 12th - Ms. Bakos reported that the Meeting Room air conditioner and heater are due to be replaced through a grant received by the Town and that carpeting of the Meeting Room will follow. The permit has been issued and the work is expected to be done within the next few weeks. Ms. Bakos' suggestion that the Open House be postponed until after the Meeting Room projects are completed was met with agreement from all.

The Board agreed that Ms. Bakos will be taking three weeks vacation in February to act as caregiver for a family member.

MAYOR'S REPORT: Joseph Bruno reported that a Town goal is to have the budget in place by April 1st. The Mayor talked about plans for new businesses in the downtown area.

OLD BUSINESS: No Old Business

NEW BUSINESS:

Meeting dates for 2012- Karin Miller made a motion to meet on the second Monday of each month with July and August optional. Hope Danzis seconded the motion and it passed unanimously. (Attached) 2012 Pay-to-Play – Leslie Kaltenbach made a motion to award non-fair and open contracts to Overdrive (the amount will be more than \$ 17,500 and will not exceed \$ 25,000); Ingram Library Services (the amount will be more than \$17,500 and will not exceed \$125,000); The Library Corporation (the amount will be more than \$17,500 and will not exceed \$ 40,000), and Recorded Books LLC (the amount will be \$17,500 and will not exceed \$50,000. Joseph Bruno seconded the motion and it passed unanimously.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Not needed.

ADJOURNMENT: Joe Bruno made a motion to adjourn at 8:50 PM, Hope Danzis seconded the motion and all agreed.