

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
February 13, 2012
Prepared: February 15, 2012
Approved:

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 7:35PM.

PRESENT: Naomi Rizzuti, Hope Danzis, Karin Miller, Joseph Bruno, Sheila Buthe.

ABSENT: Leslie Kaltenbach, Judith Rattner.

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

SECRETARY'S REPORT: Hope Danzis made a motion to approve the Minutes of January 9, 2012. Joseph Bruno seconded and it passed unanimously. Minutes of the February 6, 2012 will be available at the March meeting.

TREASURER'S REPORT: The balance of money from the Town for 2011 should be received next month. Hope Danzis made a motion to accept the report. Joseph Bruno seconded the motion and all approved.

CORRESPONDENCE AND GIFTS- Donation from Alan and Hope Danzis to pay for art in Children's Department.:

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – Borrowing of down loadables, especially for the Kindle, showed a large increase in January. The Penguin Group announced that its entire catalog of eBooks and audio books will no longer be available through Overdrive as of February 10.

Building and Grounds – The DPW replaced an emergency exit light in the Children's Department. A screen door was installed to allow ventilation to the computer room

Other – PSCA Report – The Per Capita State Aid Report has been submitted.

Project with YMCA – The Library is co-operating with the YMCA to hold an alternative health fair at the Y on Saturday May 19th.

Grant proposal to advertise Boopsie – The Library has applied for a \$500 grant from the LibraryLinkNJ to be used for publicizing the Boopsie app through various venues including posters the schools.

Legislation concerning donations – Legislation was signed this week that prohibits municipal library trustees from transferring donated funds to municipalities. The legislation ensures that municipal libraries will be able to retain all funds donated through charitable gifts.

The YMCA has asked for a letter of support for soliciting funds for an after-school program

NJLA recommends posting a disclaimer that local libraries do not control how third party vendors handle requests for user information.

Sterling Heating has indicated that the work on the Meeting Room furnace air conditioning is expected to begin in the near future. Carpet for the Meeting Room can then be installed.

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

Marketing –

MAYOR'S REPORT: Joseph Bruno reported that the budget process is the current focus of the Mayor and Council.

OLD BUSINESS:

Pay-to-Play – awarding contracts. Karin Miller made a motion to award Non-Fair and Open contracts to Overdrive (not to exceed \$ 25,000); Ingram Library Services (not to exceed \$ 125,000); The Library Corporation (not to exceed \$ 40,000); and, Recorded Books LLC (not to exceed \$ 50,000). Hope Danzis seconded the motion and it passed unanimously.

NEW BUSINESS:

2012 Budget: Information from the New Jersey State Library concerning return of surplus funds and a sample transfer form were distributed. Statistics from the New Jersey State Library comparing libraries with budgets of \$ 1,000,000 to \$ 1,999,999 were distributed. The 2012 Preliminary Budget was examined. As discussed at BHPL's budget hearing with the BH Council on February 8th, the Board will review staffing levels and materials purchases.

Cleaning Contract – Stephanie Bakos recommended that the Contract be awarded to Vanguard Cleaning Systems, the company that submitted the lowest of three estimates. Karin Miller made a motion to accept the Vanguard proposal of \$794.00 per month for the annual cleaning contract, effective April 1, 2012. Joseph Bruno seconded the motion and it passed unanimously.

PUBLIC HEARING: No one spoke.

Naomi Rizzuti left at this point.

Sheila Buthe presented, for future discussion, several suggestions that might be considered for budget savings.

EXECUTIVE SESSION: Sheila Buthe made a motion to go into Executive Session. Hope Danzis seconded the motion and it passed unanimously. Joseph Bruno made a motion to go out of Executive Session. Hope Danzis seconded the motion and it passed unanimously. No action was taken.

ADJOURNMENT: Joe Bruno made a motion to adjourn at 9:07 PM, Sheila Buthe seconded the motion and all agreed.