

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

May 14, 2012

Prepared: May 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 7:34PM.

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

ABSENT: Joseph Bruno, Judith Rattner, Sheila Buthe.

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

SECRETARY'S REPORT- Karin Miller made a motion to approve the Minutes of the April 23, 2012. Hope Danzis seconded the motion and it passed with Naomi Rizzuti abstaining.

TREASURER'S REPORT- The final payment, \$ 36,000, was received for expenses incurred after Tropical Storm Irene.

CORRESPONDENCE AND GIFTS – None were received.

BOARD REPORTS- Naomi Rizzuti reported that she, Hope Danzis and Stephanie Bakos attended the MUF Annual Meeting on May 2nd at Hamilton Park Terrace. Summit Library is closed on Sundays; Chatham Library is working on a Strategic Plan and installing improved interior lighting; Madison Library is working on a Strategic Plan and holding *Touch a Truck*; Morristown/Morristownship Library is preparing to fully re-open; Bernardsville Library is a designated Cooling Station; Bernards Township Library is finishing bathroom renovations; Long Hill Library is advertising for a Director; and, New Providence Library is holding low/no cost programs.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – Book circulation is going down while ebook circulation is steady. Additional categories have been added to Meeting Room Use.

Building and Grounds –Hecht-Argent to installed an ejector pump on the janitor's sink and a check valve on the water fountain.

Other – Correction to salaries distributed in April – Two small errors were found in the salaries list presented in April. A corrected salary schedule was distributed. Karin Miller called for a motion to approve the corrected list of salaries for 2012. Hope Danzis so moved and the motion passed unanimously. (Attached) The revised draft of the Personnel Policy Manual is with the attorney. The attorney review is estimated at \$ 2,700.

Audit - The audit for 2010 has been received with no recommendations for any changes. The audit will be discussed at the May meeting.

Foundation- No date has been set at this time for the next meeting.

Marketing- A reception for local business owners, hosted by the Library Board, was held on May 10. Ms. Bakos, Head of Reference Anne DeFuria and Ellen Zander spoke on data bases and library services of special interest to the business community. Several attendees signed up for cards. Ms. Bakos made follow up visits to thank all attendees and will next visit ten business owners who could not attend.

MAYOR'S REPORT No report was given.

OLD BUSINESS:

Computer leasing – Leasing options are being investigated. MRESC, Dell, and the county purchasing agent have been contacted.

HVAC - Three mechanical engineers have been contacted to look at the HVAC system and will prepare estimates for services

NEW BUSINESS: No new business.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 7:59 PM, and all agreed.