

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

July 9, 2012

Prepared: July 11, 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 7:30PM.

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

ABSENT: Judith Rattner.

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

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to amend the Minutes of the May 14, 2012 as follows: Under BOARD REPORTS Karin Miller should be added as an attendee of the MUF Annual Meeting. Under DIRECTOR'S REPORT Audit- In the first sentence 2010 should be changed to 2011. In the second sentence May should be changed to June. Hope Danzis seconded the motion and it passed unanimously.

TREASURER'S REPORT- Hope Danzis made a motion to cancel check #5255 (\$524.02) and all approved. A payment of \$55,000 was received from the Township in June.

CORRESPONDENCE AND GIFTS – The Woman's Club of Berkeley Heights donated money that will be used to purchase books.

BOARD REPORTS- No reports were given.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – There were more than 470 downloads from Overdrive in June, a new high.

Building and Grounds –

Other – ProQuest and L'Oreal volunteers- Over 1,500 books were weeded from the adult and children's collections with the aid of nine volunteers from ProQuest who located and removed the books from the shelves. Staff members sorted and discarded the books which were then packed by teen volunteers. Many of the books will be repurposed by OBR with a small remuneration for the library. Three volunteers from L'Oreal helped to run "Outdoor Games", the opening program for the Summer Reading Club. The event was held inside with floor games, bubble making, dancing, crafts and other activities for 100 participants. BHPL has a small collection of works by Joseph Ishill, a printer who had lived and worked (Oriole Press) in Berkeley Heights. Ms. Bakos recommended offering a portion of the collection to an academic library which would care for the items properly. After discussion, Special Collections at Harvard will be contacted.

Access 360 – A new Baker & Taylor media platform that will provide for streamlined ordering and use of digital downloads including ebooks and audio titles will begin by the end of 2012.

A PSE&G subcontractor has completed a lighting audit, with an energy audit of the HVAC scheduled, to determine if the library is eligible for a program that would provide more efficient HVAC and lighting units at reduced cost to the Library

Foundation- The next meeting is scheduled for July30, 2012.

Marketing- The Library participated in the Community Wellness Fair at the YMCA in May with a display of new health materials for children as well as informational handouts and giveaways. In June the Library participated in Healthy Kids Day at the Community Pool and awarded prizes to all who played the reading game.

Joseph Bruno arrived at this point.

MAYOR'S REPORT - Mayor Bruno spoke about various changes and plans underway for the business district.

OLD BUSINESS:

Capital Projects - HVAC - Three mechanical engineers evaluated the HVAC systems. Two estimates were submitted for the design, preparation of specs, review of bids, and overseeing the installation of a new system. Becht submitted an estimate of \$29,500 and Pro Energy submitted an estimate of \$8,950. Birdsall Services Group submitted an estimate of \$ 2,800 to review the system and recommend possible repairs, upgrades or replacement. Ms. Bakos reported that over \$1,200 in repairs have been made to the Children's Room air conditioner this summer with little hope that it will outlast the summer.

Audit –Ms. Bakos noted that she would have liked more information in the report, including the liability for unused vacation time and hopes that this will be included in the next report.

NEW BUSINESS:

Employee Handbook – Family leave questions- A fact sheet was distributed. The Bard discussed the options for using vacation and sick time as a prerequisite for family leave. Ms. Bakos will contact the attorney for an opinion.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 8:33 PM, Joseph Bruno seconded the motion and all agreed.