

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
September 10, 2012
Prepared: September 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 7:40PM.

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

ABSENT: Joseph Bruno, Judith Rattner.

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

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to accept the Minutes of the July 9, 2012. Hope Danzis seconded the motion and it passed unanimously.

TREASURER'S REPORT- A payment of \$55,000 was received from the Township. Hope Danzis made a motion to void check #5420. Leslie Kaltenbach seconded the motion and all approved.

CORRESPONDENCE AND GIFTS – A letter praising the staff for good service was sent by David Bryant with a copy sent to the mayor.

BOARD REPORTS- The LUCC reception will held on Thursday, October 4th, at 6:30 PM in Elizabeth.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – Overdrive downloads climbed to a new high of 654 in August. Another 3,000 books were weeded from the adult and children's collections.

Building and Grounds – Water entered the building under the Meeting Room door during a heavy rainstorm on August 1. Staff members worked with the DPW to bail, mop and water-vac. DPW removed the wet carpet tiles and later reinstalled them, cleared the drain and cleaned the gutters on the south side of the building. The down spout and the drain pipes on that side of the building were rotor-cleaned by DPW.

Other – Zinio- The Zinio digital app for popular magazines will be available through the library website in about two weeks.

The Alternative Press- Under a new program at the Press, the Library will publish a monthly column for a 6 month trial period for \$75 per month.

Foundation -After a short discussion about museum-pass loans, Ms. Bakos suggested that this might be a project of interest to the Foundation. The next Foundation meeting will be on either October 1 or October 24. Ms. Bakos will ask the Foundation to purchase an I pad, Kindle Fire, and a color Nook to be available for in house instruction for the public.

Marketing- Sheila Buthe suggested that the board learn about the Virtual Library services. Ms. Buthe will send various virtual library topics to each board member to research.

A representative from tech logic met with Ms. Bakos to assess the library circulation needs for a self checkout system and is preparing an estimate.

MAYOR'S REPORT - No report was given.

OLD BUSINESS:

Capital Projects - HVAC - The Children's Room air conditioner is dead. PSE&G is not yet ready to move on possible replacement assistance.

Employee Handbook - A working document was distributed for consideration.

Follow-up on Ishill Collection- The collection was given to the library in the early 1980's unaccompanied by paperwork. Professional advice will be sought for evaluation of the collection.

NEW BUSINESS:

Staffing- Ellen Zander has resigned as reference librarian as of August 31. After discussion, Karin Miller made a motion to advertise for two part time positions, one technical librarian and one reference librarian for a total of 28 hours per week at \$27.50 per hour. Hope Danzis seconded the motion and it passed unanimously. This will save a minimum of \$ 30,000 in 2013.

Policy for documents left at BHPL (driver's license, passport, etc) - Ms. Bakos will prepare a draft policy that will provide for the safekeeping of unclaimed personal documents left at the library by transferring them to the Police Department.

Two troops of Boy Scouts participating in a volunteer service effort will be in the library on Tuesday to pack and move discarded books, shift items in the reference section and help reorganize the children's picture book collection.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 8:40PM, Leslie Kaltenbach seconded and all agreed.