

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

October 8, 2012

Prepared: October 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 7:34 PM.

PRESENT: Joseph Bruno, Hope Danzis, Karin Miller, Naomi Rizzuti,

ABSENT: Judith Rattner, Leslie Kaltenbach, Sheila Buthe.

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

Joseph Bruno asked that the Board Meeting start with an Executive Session.

EXECUTIVE SESSION:

Karin Miller made a motion to go into Executive Session. Hope Danzis seconded the motion and it passed unanimously.

Joseph Bruno made a motion to leave Executive Session. Karin Miller seconded the motion and it passed unanimously. No action was taken.

SECRETARY'S REPORT- Hope Danzis made a motion to accept the Minutes of the September 10, 2012 meeting. Naomi Rizzuti seconded the motion and it passed unanimously.

TREASURER'S REPORT- Karin Miller made a motion to void check #5452. Joseph Bruno seconded the motion and all approved.

CORRESPONDENCE AND GIFTS – Donations were received from John and Rosemarie Stochaj and Sally Fullman.

BOARD REPORTS- Karin Miller reported that she, Stephanie Bakos and Sheila Buthe attended the LUCG reception at the Elizabeth Public Library on October 4th and heard Joanne Rajoppi speak.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – Overdrive circulation, topped the September expectation, reaching the high 500's.

Building and Grounds – Nothing new to report.

Other – P.C.S.A. amount (\$5,834, down \$241, 3.97%)

Boy Scouts 9/11- Two troops of Boy Scouts, participating in a town-wide service project, packed and moved discarded books, shifted items in the reference section and helped reorganize the children's picture book collection.

Banjo Concert- Over 60 people attended a Sunday banjo concert arranged by Arthur Seif. Two audience members who perform as The Good Times String Band volunteered to do a program for families with children on October 22.

Zinio- The Zinio digital app is close to up and running.

Foundation – approved purchase of Kindle, Nook and I pad to be available for in house instruction for the public.

Marketing- No report.

MAYOR'S REPORT - No report was given.

OLD BUSINESS:

Capital Projects - HVAC - Possible replacement through PSE&G is still pending.

Employee Handbook – Discussion postponed until more Board members are present

Follow-up on Ishill Collection- Larry Fuhro, dealer in historical paper and print, determined that the collection is of greater historical than monetary value and advised that it would be appropriate for the library to send duplicate prints to Harvard. Mr. Fuhro will donate materials and services to protect and organize the documents.

Policy for documents left at BHPL -Karin Miller made a motion to adopt the policy for safeguarding personal documents. Joseph Bruno seconded the motion and it passed unanimously. Attached

NEW BUSINESS:

Virtual Library – Discussion of Virtual Library topics postponed until more board members are present.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Joseph Bruno made a motion to adjourn at 8:19PM. Hope Danzis seconded and all agreed.