

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

November 12, 2012

Prepared: November 13, 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 7:37 PM.

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

ABSENT: Judith Rattner.

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

EXECUTIVE SESSION:

Karin Miller made a motion to change the agenda order and go into Executive Session. Hope Danzis seconded the motion and it passed unanimously. Purpose – discussion of the sale or purchase of property. [Sheila Buthe arrived]

Karin Miller made a motion to leave Executive Session. Sheila Buthe seconded the motion and it passed unanimously [Mayor Bruno had exited the meeting]. No action was taken.

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to accept the Minutes of the October 8, 2012 meeting. Naomi Rizzuti seconded the motion and it passed unanimously.

TREASURER'S REPORT- 1/3 mill for 2013 = \$1,089,810 (3,269,433,716 equalized evaluation after appeal), a decrease of less than \$ 20,000 from 2012.

CORRESPONDENCE AND GIFTS – None to report

BOARD REPORTS- The fall MUF meeting has been postponed indefinitely.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – Circulation decreased due to Super Storm Sandy and unexpected closings.

Building and Grounds – There was minor damage to the parking lot fence caused by a fallen tree in the neighbor's yard. A section of fence around the garbage area was also blown down in the storm.

Other – Storm- The library was closed on Monday, October 28 and Tuesday October 29 during Super Storm Sandy. Beginning on Wednesday and during the following week the building was crowded with families and adults seeking heat, light and Internet access. A phone charging station was set up, the meeting room was converted into a public workspace and virtually every outlet in the building was in use. Demand remained high during the extended power outages.

Job Search – Interviews for the Technical/Reference position are in progress.

Foundation – No meeting date.

Marketing- No report.

MAYOR'S REPORT - No report was given.

OLD BUSINESS:

Capital Projects – PSE&G - The power company turned down the library's application for aid for replacement of the air conditioning system. Aid for lighting replacement was approved by PSE&G, but is not needed at this time.

Employee Handbook – Board members are asked to bring their Employee Handbooks to the next meeting for discussion.

NEW BUSINESS:

Virtual Library - RFID tagging and checkout systems that could accommodate self checkout and automatic check in are being explored.

collectionHQ - The *collectionHQ Online Collection Assessment Solution* is now available at a great savings through Baker & Taylor. This tool will be used for reviewing and weeding the entire collection as well as providing a snapshot for allocating funds for purchases.. Leslie Kaltenbach made a motion to subscribe to collectionHQ for \$8,500. Sheila Buthe seconded the motion and it passed unanimously. Ms. Bakos remarked that the new Tech Librarian, when hired, will assess our electronic resource needs and uses with the goal of advising on improvements.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: See above.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 9:02PM. Sheila Buthe seconded and all agreed.