

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

December 10, 2012

Prepared: December 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 8:00 PM.

PRESENT: Karin Miller, Judith Rattner, Joseph Bruno, Sheila Buthe.

ABSENT: Hope Danzis, Leslie Kaltenbach, Naomi Rizzuti.

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

SECRETARY'S REPORT- Joseph Bruno made a motion to accept the Minutes of the November 12, 2012 meeting. Sheila Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT- \$55,000 received from municipality- The final payment of the year was received from the town.

CORRESPONDENCE AND GIFTS – The State Library sent a form letter reminding board members about the importance of taking the Town oath.

BOARD REPORTS- Stephanie Bakos attended the rescheduled fall MUF meeting. A summary of reports about what the MUF libraries did during and after the storm were distributed.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – Circulation for November was up in all categories. Beginning in January 2013 e-items will appear as a category on the statistics.

Building and Grounds – Two fence slats, damaged during the storm, are on the repair list. Bulbs in six of the seven burned out lights in the children's room were replaced.

Other – Jonathan Upton began as part-time IT/Reference on December 3. An article from the League of Municipalities concerning return of surplus funds was distributed.

Foundation – No meeting date

Marketing- No report

MAYOR'S REPORT - Joseph Bruno reviewed a proposed plan for relocating the library and township offices to the site now occupied by the Little Flower school and convent. A feasibility study is to be completed in January. Sheila Buthe will compose a draft letter to the public to be placed on the website to inform the public that BHPL is aware of the proposed move.

OLD BUSINESS:

Employee Handbook – Tabled for future discussion when more Board members are present.

NEW BUSINESS:

Virtual Library – Moving to a new location would be the right time to proceed with plans to switch to RFID check in/check out.

Joseph Bruno reported a conversation with Dan Palladino who expressed interest in revitalizing the Historical Society.

2013 preliminary budget and 2013 salaries- Ms. Bakos reviewed the 2013 preliminary budget. The capital budget will include funds (\$50,000 minimum) for the for replacement of the HVAC units with no added improvements and \$10,000 for the replacement of two servers. Karin Miller made a motion to approve the 2013 preliminary budget. Judith Rattner seconded the motion and it passed unanimously.

After discussion in Executive Session, the Board decided that consideration of the 2013 preliminary salaries would be tabled until a future meeting when more board members are present.

Pay-to-Play-Determination of Value-Attached – Disclosure forms will be sent to The Library Corporation, Recorded Books, Baker & Taylor, and OverDrive.

Reorganization meeting- The Reorganization Meeting will be held on Monday, January 14, 2013 at 7:30 pm.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Judith Rattner made a motion to adjourn at 9:00PM. Joseph Bruno seconded and all agreed.