

**BERKELEY HEIGHTS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**September 10, 2012**  
**7:30 p.m. in the Meeting Room**

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.

1. Roll Call
2. Secretary's Report –
3. Treasurer's Report –
4. Correspondence and Gifts –
  - A. Letter from David Bryant
5. Board Reports – LUCC reception Oct.4<sup>th</sup> in Elizabeth (6:30)
6. Citizen's Hearing on Agenda Items (name and address)
7. Director's Report
  - A. Circulation -
  - B. Building and Grounds
  - C. Other - Zinio, The Alternative Press,
  - D. Foundation –
  - E. Marketing –
8. Liaison's Report
9. Old Business
  - A. Capital Projects – HVAC
  - B. Employee Handbook
  - C. Follow-up on Ishill collection
10. New Business
  - A. Staffing
  - B. Policy for documents left at BHPL (driver's license, passport, etc.)
11. Public Hearing (name and address)
12. Executive Session – as necessary
13. Adjournment

