

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

January 14, 2013

Prepared: January 17, 2013

Approved as corrected: February 11, 2013

In accordance with the Open Public Meetings Act, this meeting was advertised by legal notices in the Star Ledger and Courier News. Notice was also posted in the Library and Town Hall at least 48 hours in advance.

The meeting was called to order by Karin Miller at 7:35 PM.

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

ABSENT: Judith Rattner, Leslie Kaltenbach.

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

INTRODUCTION OF BOARD MEMBERS: Karin Miller has been reappointed to the Board for a term that will expire on 12/31/2017. Mayor Joseph Bruno administered the oath of office to Karin Miller. Mayor Bruno then administered the oath of office to Naomi Rizzuti, Hope Danzis, and Sheila Buthe.

ELECTION OF OFFICERS: Based on the practice of rotating through the offices, with Naomi Rizzuti declining office, Joseph Bruno nominated the slate of officers with Sheila Buthe as President, Leslie Kaltenbach as Vice President, Hope Danzis as Secretary, and Karin Miller as Treasurer.

SELECTION OF MUF DELEGATE: Hope Danzis nominated Naomi Rizzuti to be MUF delegate, Sheila Buthe seconded the motion and all agreed.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Naomi Rizzuti

Personnel – Sheila Buthe

Finance – Karin Miller

By-Laws – Leslie Kaltenbach

Technology – Hope Danzis

SELECTION OF OFFICIAL NEWSPAPERS:

Joe Bruno made a motion that the Courier News and the Star Ledger be selected as the official newspapers. Karin Miller seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Sheila Buthe made a motion to approve the summary of bank accounts as presented. Joseph Bruno seconded the motion and it passed unanimously. (Attached)

REAPPOINTMENT OF T.M. VRABEL AND ASSOCIATES (AUDITOR) AND EUGENE HUANG OF WILEY MALEHORN SIROTA & RAYNES (ATTORNEY)- Following a motion by Karin Miller, seconded by Hope Danzis, the reappointment of T.M. Vrabel and Associates (Auditor) and Eugene Huang of Wiley Malehorn Sirota & Raynes (Attorney) was unanimously approved.

SECRETARY'S REPORT: Sheila Buthe made a motion to approve the Minutes of December 10, 2012. Hope Danzis seconded and it passed unanimously.

TREASURER'S REPORT: Reinstate \$100 petty cash account – Karin Miller made a motion to reinstate the \$100.00 petty cash account. Sheila Buthe seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

The Township passed an annual resolution to re-appropriate fines and penalties to the library. Donations were received from Charles and Kay Heard, Ned and Fran Voss and Richard and Rosemary DeWitt.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – The December 2012 report and the annual report were distributed. An increase in circulation at the end of the year resulted in an annual increase of 3.85%. Overdrive was the source for over 5,000 downloads ; 250 magazines have already been downloaded through Zinio.

Building and Grounds- A decision about the extent of furnace replacement will be made after the Town's feasibility study is done. The air conditioning unit for the Children's Department also needs to be replaced. The upper level carpet may need to be replaced if the worn areas develop into a tripping hazard.

Other – Circulation Staffing- Assistant Vivette Pillotin has resigned, leaving a part time position to be filled. The position's schedule will be reduced by four hours per week.

Rotary Donation – The Rotary is preparing to donate twenty six books to the Children's Department as a memorial for the lives that were lost at Newton.

After school Tutors – If the number of after school tutors continues to grow, the Meeting Room may be used as the main tutoring site with parents signing permission forms for use.

Building - Replacement of the servers will have to be addressed this year.

Foundation - The next meeting date has not yet been set.

Marketing - The use of Face Book and Twitter as outreach tools has been stepped up.

MAYOR'S REPORT: Joseph Bruno spoke about the proposed swap of the library and Little Flower School sites. Bruno said that he hopes to have an approved budget passed by April 1st. The Mayor summarized his State of the Town report.

OLD BUSINESS: 2013 Salaries-

After discussion in Executive Session, during which Ms. Bakos and Ms. Fuhro were not present, Karin Miller made a motion to give 3% raises, retroactive to January 1, 2013, across the board for library employees. Hope Danzis seconded the motion and it passed unanimously.

NEW BUSINESS:

Meeting dates for 2013- Karin Miller made a motion to meet on the second Monday of each month with July and August optional. Hope Danzis seconded the motion and it passed unanimously. (Attached) The October 14th meeting will be held on October 21st.

Pay-to-Play- Recorded Books; Ingram Library Services; TLC; Overdrive; Baker & Taylor- Tabled while awaiting responses.

Hunterdon County ESC - Sheila Buthe made a motion to approve joining the Hunterdon County Educational Services Commission (cooperative purchasing); seconded by Joseph Bruno, and approved unanimously.

Resolution to the Union County Freeholders- members of LUCC- Ms. Bakos asked for passage of a resolution prepared by LUCC asking the Freeholders to provide grant funds to benefit Union County libraries. Sheila Buthe proposed the resolution. Hope Danzis seconded and the resolution was adopted unanimously. (Attached)

2013 Holidays – After discussing the recognition of as Presidents Day as a replacement for Lincoln's and Washington's birthdays as holidays on the State and federal levels, Karin Miller made a motion to accept the list of 2013 Holidays with the elimination of Lincoln's Birthday as a holiday. Sheila Buthe seconded the motion and it passed unanimously.

Price of out-of-town cards – *per-cap expenditure 2010 was \$86.00* – Sheila Buthe made a motion to increase the price of out-of-town cards from \$45 to \$90. Hope Danzis seconded the motion and it passed unanimously.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Not needed.

ADJOURNMENT: Sheila Buthe made a motion to adjourn at 9:15 PM. Joe Bruno seconded the motion and all agreed.