

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

February 11, 2013

Prepared: February 14, 2013

Approved: March 11, 2013

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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 Sheila Buthe at 7:30 PM.

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

ABSENT: Judith Rattner.

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

SECRETARY'S REPORT- Naomi Rizzuti asked for three corrections to the Minutes of January 14, 2013. Under ELECTION OF OFFICERS the Treasurer is Karin Miller; under REAPPOINTMENT...the end of the heading should read as SIROTA & RAYNES (ATTORNEY); under MAYOR'S REPORT the date at the end of the first sentence should be April 1<sup>st</sup>. Karin Miller made a motion to approve the Minutes of January 14, 2013 as corrected. Hope Danzis seconded and it passed unanimously.

TREASURER'S REPORT- The January report was distributed.

CORRESPONDENCE AND GIFTS – Memorial donations for Vivette Pilloton have been received from Laura Fuhro, Stephanie Bakos, John and Judy Flint, Mickey and Mary Ann Cox, Alice Boyle

BOARD REPORTS – Sign Oath of Office forms (Board and Mayor) Mayor Joseph Bruno administered the oath of office to Leslie Kaltenbach. All board members present signed the Oath of Office forms, the oath having been administered in January.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – Down loadables have been added as a count on the statistics as of January with a circulation of almost 1,000. An exhibit of presidential memorabilia is on display in the entry foyer.

Building and Grounds – The library closed at 3:30 PM on Friday, February 8 and opened the next day at 12:30pm due to heavy snow.

Other- PSCA Report- The Per Capita State Aid report is completed and will be submitted tomorrow.

Collection HQ update- Collection HQ has all the background information they to start their analysis of our collections.

2012 Audit- The auditors are coming on February 14<sup>th</sup>.

Informational articles were distributed about banning violent video games and a completely digital public library in Texas.

Foundation - Ms. Bakos will be meeting with Lavinia Boxill on Wednesday.

Marketing – No report.

MAYOR'S REPORT: Joseph Bruno spoke about the proposed swap of the Library and Little Flower School sites, downtown development projects and community events.

For budgetary purposes, Ms. Fuhro will prepare a list of DPW services supplied to the library in 2012.

**OLD BUSINESS:**

Pay-to-Play – awarding contracts. Karin Miller made a motion to award Non-Fair and Open contracts to Overdrive (not to exceed \$ 20,000); Ingram Library Services (not to exceed \$ 100,000); The Library Corporation ( not to exceed \$ 35,000); Recorded Books LLC (not to exceed \$ 40,000); and Baker & Taylor (not to exceed \$20,000). Hope Danzis seconded the motion and it passed unanimously.

Little Flower Visit- Stephanie Bakos, Laura Fuhro, Sheila Buthe, Naomi Rizzuti and Hope Danzis toured the Little Flower site.

**NEW BUSINESS:**

2013 Budget- budget hearing was held on Jan. 29<sup>th</sup>.

Cleaning Contract – Laura Fuhro recommended that the Contract be awarded to CleanNet USA, the company that submitted the lowest of five estimates. Hope Danzis made a motion to accept the CleanNet proposal of \$780.00 per month for the annual cleaning contract, effective April 1, 2013. Joseph Bruno seconded the motion and it passed unanimously.

**PUBLIC HEARING:** No one spoke.

**EXECUTIVE SESSION:** Sheila Buthe made a motion to go into Executive Session to review salaries. Hope Danzis seconded the motion and it passed unanimously.

Joseph Bruno made a motion to go out of Executive Session. Hope Danzis seconded the motion and it passed unanimously. No action was taken.

Sheila Buthe asked that a meeting be set up with architect Anthony Iovino and that Board members think about any new trends and other ideas that they would like to discuss with him.

**ADJOURNMENT:** Karin Miller made a motion to adjourn at 8:52 PM, Naomi Rizzuti seconded the motion and all agreed.