

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

April 8, 2013

Prepared: April 15, 2013

Approved: May 13, 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 7:32 PM.

PRESENT: Naomi Rizzuti, Karin Miller, Judith Rattner, Sheila Buthe, Leslie Kaltenbach.

ABSENT: Hope Danzis, Joseph Bruno.

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

SECRETARY'S REPORT- Karin Miller made a motion to approve the Minutes of March 11, 2013 Leslie Kaltenbach seconded and it passed unanimously.

TREASURER'S REPORT- The first 2013 payment has not yet been received, but two payments are expected this month. The municipal budget is expected to be introduced on April 9.

CORRESPONDENCE AND GIFTS – Sheila Buthe read a letter from Carmen and Richard Evans expressing their gratitude to Ms. Bakos and the staff for providing the opportunity for their adult nephew as a volunteer.

BOARD REPORTS – MUF Annual Meeting (5/1) – Naomi Rizzuti, Karin Miller and Stephanie Bakos will attend the MUF annual meeting.

CITIZEN HEARING ON AGENDA ITEMS: (All present introduced themselves by name.)

DIRECTOR'S REPORT

Circulation – Down loadable circulation went up more than adult circulation of books went down.

Overdrive was over 600 again.

Building and Grounds – HVAC- Estimates for design of the HVAC system replacement, specs preparation, and guidance of the bidding process were received from Becht Engineering, Pro Energy and Grant Engineering. The Pro Energy and Grant Engineering estimates will be forwarded to Attorney Eugene Huang for comparative analysis.

Other- Shakespeare (July 5 & 26); Next Stages will present two Shakespeare in the Parking Lot plays in July.

Cataloging position (6 hrs. per week) Esther Han will be leaving at the end of the month as temporary part time technical services librarian. The library will be looking for a replacement to work 6 hours per week at \$ 28.32 per hour.

The State Library has approved a grant of \$400 to purchase books on treatment, diagnosis and greater understanding of ovarian cancer, breast cancer, Kaposi's sarcoma and non small cell lung cancer.

Collection HQ - An access problem involving our firewall has been solved and collection HQ training will begin soon.

Foundation – No meeting has been scheduled as yet.

Marketing – Ms. Bakos will talk with the Manager of Hilltop Bank next week about a project to make local businesses more familiar with BHPL resources.

Ms. Bakos went to the Mayor's breakfast sponsored by the Chamber of Commerce, and also worked at the Rotary's Pancake Breakfast. The Rotary will be hosting a panel of guests from Pakistan this week and they will visit the library.

MAYOR'S REPORT: No report was given.

**OLD BUSINESS:**

Little Flower Update – Board members should continue to send ideas for the future of the library to Ms. Bakos.

Personnel Policy review (13-26) pages 13 – 22 were checked and ideas for revisions were made.

Personnel Policy review from page 22 on will take place at the May meeting. Attorney Kristen Hayes will be consulted on the overtime policy.

NEW BUSINESS: None.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed

ADJOURNMENT: Judith Rattner made a motion to adjourn at 8:23 PM, Karin Miller seconded the motion and all agreed.