

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
May 13, 2013
Prepared: May 15, 2013
Approved: June 10, 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 Sheila Buthe at 7:48 PM.

PRESENT: Sheila Buthe, Karin Miller, Leslie Kaltenbach, Naomi Rizzuti.
ABSENT: Hope Danzis, Judith Rattner, Joseph Bruno.
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT- Karin Miller made a motion to approve the Minutes of April 8, 2013 Leslie Kaltenbach seconded and it passed unanimously.

TREASURER'S REPORT- The first and second quarter payments for 2013 have been received. Karin Miller made a motion to cancel check #5554; Naomi Rizzuti seconded the motion and it passed unanimously

CORRESPONDENCE AND GIFTS- Urmi Ghosh made a memorial donation for Vivette Pilloton to be used for the purchase of a book on the history of Wimbledon. Lisa Campbell donated 240 DVD's that were used for replacements and additions and for the sale cart. Twenty six donors contributed a total of \$645 to the Cole Maxwell Barrier Memorial Collection fund (List Attached).

BOARD REPORTS – MUF Annual Meeting – Naomi Rizzuti reported that she, Karin Miller and Stephanie Bakos attended the MUF Annual Meeting on May 1. Bernards Township distributed hearts for public comment during National Library Week; Bernardsville has made Read posters featuring local officials; Chatham is adding three new small study spaces and the Director is retiring; Madison received more than the 1/3 mill minimum; Morristown is repairing a wall from an earlier addition; New Providence commented how much time is necessary to maintain virtual resources; Summit has a new Director, new website and is reviving a Friends group; and Long Hill has a new Director and served as the only voting location during Hurricane Sandy.
Board members were reminded to complete financial disclosure forms.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke

DIRECTOR'S REPORT

Circulation – Over 800 downloads – Downloadable statistics continue to rise.

Building and Grounds- The HVAC estimates are being held from attorney review until more information about the possible move is received. Jim Koncz of Binsky & Snyder will come tomorrow to advise on temporary air conditioning for the Children's Department.

Other- Rotary – Ms. Bakos has joined Rotary as a representative of the library. Board members expressed individual agreement that Rotary participation is beneficial to the library and is considered part of the Director's workday.

NoveList – Reader Ratings and Reviews and a variety of helpful lists for further reading have been added to all book entries in the catalog.

Foundation – Filippo Valli has resigned as treasurer; Lois Densky-Wolff now holds that office.

Marketing – The reference department will lead a class for the public on Pinterest, with the goal of starting a reader generated favorite books site.

After the Rubber Ducky Festival is over, Ms. Bakos will talk with Marcela Gencarelli about a new project to make local businesses more familiar with BHPL resources.

MAYOR’S REPORT: No report was given.

OLD BUSINESS:

Little Flower Update – Law suit will be heard on May 22nd.

Personnel Policy review (23-34) pages 23-34 were checked and revisions were made.

Ms. Bakos will prepare a draft with recommended corrections and revision and distribute it at the next meeting for Board inspection.

NEW BUSINESS:

2012 Audit for review- Acceptance at June meeting- The audit report was distributed; acceptance will be voted on at the June meeting.

Transfer of funds form - The proposed transfer form is completed. All public libraries complete are requested by the State Library to complete the form annually. (Attached) Based on the built-in formula, no surplus funds are available to be returned to the Town.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed

ADJOURNMENT: Karin Miller made a motion to adjourn at 8: 38 PM, Sheila Buthe seconded the motion and all agreed.