

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

June 10, 2013

Prepared: June 10, 2013

Approved: September 9, 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 7:37 PM.

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

ABSENT: Judith Rattner, Joseph Bruno.

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

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to approve the Minutes of May 13, 2013 Karin Miller seconded and it passed unanimously.

TREASURER'S REPORT- Nothing out of the ordinary

CORRESPONDENCE AND GIFTS- A donation of \$500 was received from the Woman's Club of Berkeley Heights. Denise Reece donated \$50.00 and Frank Bolden donated \$150, both for the purchase of children's books. Alexandra Martin made a donation of \$100 in memory of her neighbor, Vivette Pilloton.

BOARD REPORTS – Handouts from the State Library for New Jersey Library Law and Per Capita State Aid training webinars were distributed. Information concerning the new law concerning the dissolution of free public libraries was distributed.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke

DIRECTOR'S REPORT

Circulation – The Downloadable circulation was once again over 800.

Building and Grounds- The DPW changed a few light bulbs and ballasts.

Other- TLC Server- The aging server needs to be replaced and will cost \$4,300.

It is likely that there will soon be a vacancy for the part time Reference /Tech librarian position. If this happens, the job will be advertised. Ms. Bakos will prepare a policy requesting that sick children not be brought to the library, especially during children's programming where illnesses can be spread. Ms. Bakos spoke to the mayor who said that a hearing for the Little Flower lawsuit is scheduled for June 22. Some ideas for an expanded book sale were discussed. The final Collection HQ webinar was held today and catalog cleanup will begin on Friday with the help of L'Oreal volunteers. A schedule for collection review will begin next Wednesday.

Foundation – The Foundation had a meeting. The iPad they are paying for arrived today.

Marketing – The Library participated in the Rotary's Rubber Ducky Festival and in Healthy Kids Day at the Community Pool.

MAYOR'S REPORT: No report was given.

OLD BUSINESS:

Little Flower Update – Director’s Report, under Other.

Personnel Policy- Ms. Bakos presented a draft that incorporates the recommended corrections and revisions. After discussion, the final copy will be distributed for approval at the next meeting.

HVAC - The use of temporary air conditioning for the children’s department was investigated and found to be unworkable. Fans will be used for air circulation and programs will be held in the Meeting Room if necessary.

NEW BUSINESS:

2012 Audit – Karin Miller made a motion to accept the Audit for 2012. All were in favor and the motion passed unanimously.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed

ADJOURNMENT: Leslie Kaltenbach made a motion to adjourn at 8: 19 PM, Karin Miller seconded the motion and all agreed.