

# DRAFT COPY

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

October 21, 2013

Prepared: October 23, 2013

Approved:

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In accordance with the Open Public Meetings Act, this meeting was contained in the annual list of dates in 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 7:36 PM.

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

ABSENT: Judith Rattner, Leslie Kaltenbach.

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

SECRETARY'S REPORT- Battery failure prevented a complete recording of the September meeting. Naomi Rizzuti asked for one correction to the Minutes of September 9, 2013: under Correspondence and Gifts, the first sentence should read "The Foundation has donated money to pay for a new Ipad. Karin Miller made a motion to approve the Minutes of September 9, 2013 as corrected. Hope Danzis seconded and it passed unanimously.

TREASURER'S REPORT-The September 2013 report shows that \$75,000 has been received from the Town. . Per-capita-state-aid check for \$5,776.00 has been received. The 1/3 mill for 2014 is \$ 1,059,797, a decrease of \$ 2,836 from 2013.

Void check #5920 - Karin Miller made a motion to cancel check # 5920. Hope Danzis seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS- None reported.

BOARD REPORTS – Board training webinars- The Board will participate in a webinar on library finance following the meeting on November 11. The webinar is one of a series offered for free by the State Library and American Library Association.

MUF 11/4 at 4:00 Morristown – Naomi Rizzuti will attend the MUF Fall Meeting. Laura Fuhro attended the LUCC Reception for Freeholders, Trustees, Friends and Librarians at the Cranford Library; awards were presented with author Tracy Beckerman as the main speaker.

Weeding of the collections is ongoing. ProQuest volunteers who have worked on the project will be asked to return in November.

Glass Door, a new job search data base that offers access to 20,000 job sites, companies and career pages, has been added to the website

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT

Circulation – The Downloadable circulation showed a slight dip, remaining above 900.

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Building and Grounds- Fire Inspection- The DPW has been asked to replace a battery for an emergency light and a cover for a furnace room junction box as cited in the fire inspection report.

Other- Wednesday programs for job seekers- a series of 4 evening programs will end this week.

Jazz vocalist Jan Finley will perform in the Meeting Room on November 10 at 2:30pm.

Foundation – The Foundation is waiting to schedule a meeting.

Marketing – The library is trying out LibraryAware, an online service designed to simplify the creation of online, print and social media marketing materials to help the community discover programs, products and services.

MAYOR'S REPORT: No report was given.

## OLD BUSINESS:

Little Flower Update – Executive Session – see below

By-Laws revisions- The Board reviewed the By-Laws, making suggestions for changes and additions. A vote on adoption will take place at the November meeting.

Roof- Discussion delayed until later in meeting. See below.

## NEW BUSINESS:

Financial procedures- The document Financial Procedures was distributed as preparation for the Board training in November. Samples of other reports maintained by the Director were also distributed.

Public Hearing- No one spoke.

EXECUTIVE SESSION: Hope Danzis made a motion to go into Executive Session for facilities contract negotiations. Sheila Buthe seconded the motion and it passed unanimously. The Board went into Executive Session at 8:10 pm.

Joseph Bruno arrived at 8:38 pm.

Karin Miller made a motion to come out of Executive Session. Joseph Bruno seconded the motion and it passed unanimously. The session ended at 9:30 pm. No action was taken.

## OLD BUSINESS:

Roof – Three estimates for specs for roof replacement were received: \$9,700 from Anthony Iovino, \$8,300 from Robert Coletta, and \$3,000 from Buell Kratzer Powell. After discussion, Sheila Buthe made a motion to accept Buell Kratzer Powell's estimate for roof replacement specifications in the sum of \$3,000.00.

Sheila Buthe will reach out to Kevin Hall with an invitation to attend the November Board meeting.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 9:46 PM. Naomi Rizzuti seconded the motion and all agreed.