

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

September 9, 2013

Prepared: September 12, 2013

Approved as corrected: October 21, 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 7:38 PM.

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

ABSENT: 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 June 10, 2013. Naomi Rizzuti seconded and it passed unanimously.

TREASURER'S REPORT- The reports for June, July and August 2013 were submitted. The Miscellaneous category represents book sale money. Karin Miller made a motion to cancel check # 5818. Sheila Buthe seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS- The Foundation has donated money to pay for a new Ipad. Eugene and Sondra Helfand made a donation. Margaret Gonzales donated money for a book purchase. A thank you letter was received from Senator Kean's office for use of the meeting room for a Mobile Office to meet with the public on one day in July.

BOARD REPORTS – The MUF Fall Meeting will be held on Monday, November 4. The LUCC Reception will be held on October 9 at Cranford Library, Laura Fuhro will attend. NJLAT training is offered September 21st.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke

DIRECTOR'S REPORT

Circulation – The Downloadable circulation in August has risen to just short of 1,000 at 997.

Building and Grounds- Routine maintenance occurred.

Other- Volunteer teams from L'Oreal and ProQuest each spent several hours working on weeding the library collections. Subsidized Data Bases- State funding for several of our data bases has been cut so libraries will have to make up the difference. Zinio- Consumer's Reports has withdrawn from Zinio- a substitute publication for this downloadable periodical is being sought. Weeding – The project is progressing with about 4,590 volumes removed from the catalog and many more have been selected for removal. Books in good condition are placed for sale, others go to recycling. The weeding project continues with the possibility of ProQuest returning in late September or early October.

TLC - The new TLC server was installed, followed by a two week period of glitches that have all been resolved.

Programs- Audiences totaling 118 people enjoyed two performances of Shakespeare in the Parking Lot in July.

A series of four programs for job hunters has been scheduled for October. Other upcoming events include a program by author George Malanga and a November concert featuring a jazz vocalist.

OverDrive - A report of E book downloads shows that the number of unique users is rising by an average of 28 users per month.

Signs requesting that sick children not be brought to the library have been posted on the entry doors as discussed at the June 10, 2013 board meeting.

Foundation – The check for the new Kindle should arrive this week. The October meeting date is being considered.

Marketing – Sheila Buthe suggested that the October job programs be marketed to area churches.

MAYOR’S REPORT: No report was given.

OLD BUSINESS:

Little Flower Update – No update

Personnel Policy- The revised copy of the Personnel Policy was distributed for approval. Hope Danzis made a motion to adopt the revised Personnel Policy. Naomi Rizzuti seconded the motion and it passed unanimously. HVAC; roof – HVAC replacement discussion will be tabled for the time being awaiting further developments in the Little Flower Update. If no progress is made by the December meeting, HVAC will again be discussed. Mrs. Bakos will provide information about specs for the roof at the next meeting.

NEW BUSINESS:

By-Laws revision – Ms. Bakos distributed copies of the By-Laws with recommended revisions and noted that the Board look at the provisions for absentee voting.

OPRA form – Ms. Bakos recommended that the board adopt the OPRA request and refusal forms found on the state website. Karin Miller made a motion to adopt the OPRA request form and the OPRA refusal form. Hope Danzis seconded the motion and it passed unanimously.

Letter to Public – An updated letter from the Board with information for the public about library related developments was discussed. A copy will be posted on the website and bulletin board.

Paul Schroeder was hired for the part time Reference /Tech librarian position and began in July.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session needed

ADJOURNMENT: Karin Miller made a motion to adjourn at 8: 20 PM. Naomi Rizzuti seconded the motion and all agreed.