

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
February 10, 2014
Prepared: February 12, 2014
Approved: March 10, 2014

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 Leslie Kaltenbach at 7:37 PM. The mayor was not present to administer the oath of office.

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

SECRETARY'S REPORT- Karin Miller made a motion to approve the Minutes of January 17, 2014 Sheila Buthe seconded and it passed unanimously.

TREASURER'S REPORT- Leslie Kaltenbach made a motion to accept the Treasurer's Report for January 2014; Karin Miller accepted the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – None.

BOARD REPORTS –Sheila Buthe reported that questions concerning the wording of the Treasurer's Bond financial disclosure forms and personal information requested are being resolved.

CITIZEN HEARING ON AGENDA ITEMS- No one spoke.

DIRECTOR'S REPORT

Circulation –

Building and Grounds –Architect Joe Powell of Buell, Kratzer, Powell recommends taking down the tree that grows over the roof outside children's entry door before roof work can begin. Tom Bocko, Tree Officer, has already given permission to have the tree removed. He recommends that the trees that have dropped large branches into parking spaces at the edge of the lot be pruned. The fate of one tree is being reconsidered following a recommendation from Kevin Sullivan of Chestnut Tree Experts. The Board approved hiring Chestnut Tree Experts to remove/prune the trees for between \$1025 and \$1775.

Cleaning Contract – Laura Fuhro reviewed the four received estimates for cleaning. After discussion of past experience, Leslie Kaltenbach made a motion to accept the CleanNet proposal of \$780.00 per month for the annual cleaning contract, effective April 1, 2014. Karin Miller seconded the motion and it passed unanimously.

Other- Tech Open House – The public will be able to experiment with a variety of tablets at the Reference Department open houses on Thursdays through March 6.

The website home page has been updated for a cleaner look and a slide show of programs and resources.

Six applicants have been interviewed for the position of Administrative Assistant. A decision will be made by the end of the week.

Reorganization of the front office has continued.

Foundation – No meeting scheduled.

Marketing – Nick Schiano, Head of the Berkeley Heights Communications Committee, and the Director will speak about public service announcements.

Ms. Bakos will ask Julianne Simmons at Investor's Savings Bank for the bank's sponsorship of the Shakespeare in the Park(ing Lot) programs.

MAYOR'S REPORT: No report.

OLD BUSINESS:

By-Laws- After corrections were made to the proposed by-laws, Leslie Kaltenbach made a motion to approve the By-Laws as revised. Karin Miller seconded the motion and it passed unanimously.

Financial Procedures- After a few revisions were made to wording, Leslie Kaltenbach made a motion to institute and approve the Financial Procedures as amended. Karin Miller seconded the motion and it passed unanimously.

Pay-to-Play contract award resolutions were read by Ms. Bakos (Attached). Leslie Kaltenbach made a motion to award Non-Fair and Open contracts to The Library Corporation (not to exceed \$ 40,000); Recorded Books LLC (not to exceed \$ 40,000); Ingram Library Services (not to exceed \$ 100,000); and Baker & Taylor (not to exceed \$20,000). Sheila Buthe seconded the motion and it passed unanimously. Overdrive has not yet responded.

NEW BUSINESS:

Ms. Bakos met with architects Jim Ramentol and Anthony Iovino to discuss adjacencies (which departments/services should go where) in preliminary planning for possible future library space.

No special meeting of the Board was held due to scheduling difficulties and bad weather.

Naomi Rizzuti contacted development staff at Princeton Public Library. She and Karin Miller will schedule a time to visit.

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.