

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

January 13, 2014

Prepared: January 17, 2014

Approved: February 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 Sheila Buthe at 7:48 PM.

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

ABSENT: Judith Rattner, Hope Danzis.

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

INTRODUCTION OF BOARD MEMBERS: Sheila Buthe has been reappointed. Mayor Joseph Bruno will administer the oath of office at the next meeting.

ELECTION OF OFFICERS: Based on the practice of rotating through the offices, with Naomi Rizzuti declining office, Sheila Buthe nominated the slate of officers with Leslie Kaltenbach as President, Hope Danzis as Vice President, Karin Miller as Secretary, and Sheila Buthe as Treasurer. Karin Miller seconded the motion and all agreed. Leslie Kaltenbach took over as meeting chair.

SELECTION OF MUF DELEGATE: Leslie Kaltenbach nominated Naomi Rizzuti to be MUF delegate, Joseph Bruno seconded the motion and all agreed.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Naomi Rizzuti

Personnel – Leslie Kaltenbach

Finance – Sheila Buthe

By-Laws – Karin Miller

Technology – Hope Danzis

SELECTION OF OFFICIAL NEWSPAPERS:

Leslie Kaltenbach made a motion that the Courier News and the Star Ledger be selected as the official newspapers. Joe Bruno seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Leslie Kaltenbach made a motion to approve the summary of bank accounts as presented. Joseph Bruno seconded the motion and it passed unanimously. (Attached)

REAPPOINTMENT OF T.M. VRABEL AND ASSOCIATES (AUDITOR) AND EUGENE HUANG OF WILEY MALEHORN SIROTA & RAYNES (ATTORNEY)- Following a motion by Leslie Kaltenbach, seconded by Sheila Buthe, the reappointment of T.M. Vrabel and Associates (Auditor) and Eugene Huang of Wiley Malehorn Sirota & Raynes (Attorney) was unanimously approved.

SECRETARY'S REPORT: Leslie Kaltenbach made a motion to approve the Minutes of December 9, 2013. Karin Miller seconded and it passed unanimously.

TREASURER'S REPORT: Reinstate \$100 petty cash account – : Leslie Kaltenbach made a motion to reinstate the \$100.00 petty cash account. Karin Miller seconded the motion and it passed unanimously.

Stephanie Bakos presented a list of uncashed checks to be cancelled – Leslie Kaltenbach made a motion a motion to cancel all checks on the list. Karin Miller seconded the motion and it passed unanimously. (Attached)

CORRESPONDENCE AND GIFTS:

The library collected donations for the Community FoodBank during the holiday season. Donations were received from Ned and Fran Voss, Kay Heard, Eve Justus, Leon Ciferni, and Richard and Rosemary DeWitt.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – Corrected November Statistics were distributed. The December 2013 report and the annual report were distributed.

Building and Grounds- A memo to the staff reminded them to call DPW or the Police Department on weekends if the walks need to be cleared. Tom Bocko inspected a tree that was uprooted at the edge of the parking lot and determined that it is not in immediate danger of falling.

Other – Council Meeting Dates were distributed. The Library Budget Hearing is scheduled for Thursday January 16th at 7:00pm.

Following the departure of the Administrative Assistant, Ms. Bakos has been reorganizing the files.

Building - Architect Joe Powell of Buell Kratzer Powell will measure the roof on Wednesday and will prepare the specs for roof replacement.

Foundation - The next meeting date has not yet been set.

Marketing - Ms. Bakos showed an example of a greatly improved signs made using the Library Aware program.

MAYOR'S REPORT: Joseph Bruno spoke about developments in the business district including an interest in using the former movie theater as a not for profit community access theater. He said that the new town clock is on order and that he hopes to have an approved budget passed by April 1st.

OLD BUSINESS: No Old Business.

Final approval of the By Laws and discussion of Financial Procedures are tabled until February.

NEW BUSINESS:

Meeting dates for 2014- (Attached)

Pay-to-Play- Tabled while awaiting responses.

2014 Salary Ranges- Ms. Bakos submitted proposed minimum and maximum salary ranges, adding a part time Administrative Assistant position starting at \$20 per hour. Following discussion, Leslie Kaltenbach made a motion to approve the 2014 Salary Ranges with a correction (\$ 50,700) for Reference Librarian. Naomi Rizzuti seconded the motion and it passed unanimously. (Attached) 2014 salaries will be discussed at a later date. The proposed salary & wage grid for 2014 was distributed and will be given to the Council for the Budget Hearing.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Joe Bruno made a motion to go into Executive Session to discuss Facilities Contract Negotiations. Karin Miller seconded the motion and it passed unanimously. Executive Session was entered at 8:39 pm.

Leslie Kaltenbach made a motion to come out of Executive Session. Joe Bruno seconded the motion and it passed unanimously and Executive Session ended at 9:29 pm. No action was taken.

A special meeting of the board will be scheduled before the next scheduled board meeting.

ADJOURNMENT: Leslie Kaltenbach made a motion to adjourn at 9:30 PM. Joe Bruno seconded the motion and all agreed.