

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

December 9, 2013

Prepared: December 15, 2013

Approved: January 13, 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 Hope Danzis at 7:34 PM.

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

ABSENT: Judith Rattner, Sheila Buthe.

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

SECRETARY'S REPORT- correction to November- cancel checks 5932 and 5963- Joseph Bruno made a motion to cancel checks 5932 and 5963. Hope Danzis seconded the motion and all approved.

Karin Miller made a motion to approve the corrected November 11, 2013 minutes with the addition of the Executive Session Resolution (Facilities Contract Negotiation), seconded by Hope Danzis and approved.

TREASURER'S REPORT: The fourth quarterly payment, \$75,000, was received from the Town.

CORRESPONDENCE AND GIFTS:

None reported.

BOARD REPORTS: Karin Miller, Naomi Rizzuti and Leslie Kaltenbach watched the ALA/NJ State Library Webinar for library Board members on financial procedures.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – distributed

Building and Grounds- Nothing to report.

Other – Tech Services- Karen Dreitlein has been hired as a part time cataloger in Technical Services. Susan Berenbak, Administrative Assistant, submitted her resignation, last day 12/31/13. A part time replacement will be sought.

D2L training – Ms. Bakos attended a D2L information session on child abuse hosted by the YMCA and recommended that this program be presented at the library for staff training. The Library would be closed for two hours so that all may attend. Joseph Bruno spoke in favor of the training and all agreed.

Foundation - The next meeting date has not been scheduled.

Marketing – No plans at this time

MAYOR'S REPORT: Joseph Bruno reported no progress on the Little Flower negotiations. The Mayor attended the League of Municipalities and recommended that a librarian would find future attendance worthwhile. Mr. Bruno also spoke about new businesses and developments in the downtown area.

OLD BUSINESS:

By-Laws - final approval – Tabled until January

Financial Procedures and ALA/NJ State Library webinar- Tabled until January

NEW BUSINESS:

2014 Preliminary Budget and Salary Ranges-

Information about current salary ranges and recommendations for updating salary ranges were distributed and discussed. The Salary Ranges will be submitted for approval at the January 2014 meeting.

After reviewing the 2014 Preliminary Budget presented by Ms. Bakos, Karin Miller made a motion to accept the 2014 Preliminary Budget. Leslie Kaltenbach seconded the motion and it passed unanimously. (Attached)

Pay-to-Play determination of value- Karin Miller made a motion to approve the determination of value statements for 2014 for Recorded Books; Ingram Library Services; TLC; Overdrive; and Baker & Taylor. Joseph Bruno seconded and the motion passed unanimously. (Attached)

Reorganization Meeting (1/13/14) and 2014 holidays – See below

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION:

After Ms. Bakos read the Executive Session resolution, Karin Miller made a motion to go into Executive Session to discuss personnel re: Laura Fuhro. Joseph Bruno seconded the motion and the Board went into Executive Session at 8:25 pm. Joseph Bruno made a motion to come out of Executive Session, Karen Miller seconded the motion and the Executive Session ended at 8:30 pm. No action was taken.

The Reorganization meeting will be held at 7:30 pm, Monday, January 13, 2014

2014 Holidays – Ms. Bakos asked that the library be closed on Martin Luther King Jr. Day and on President's Day in 2014. Hope Danzis made a motion to accept the list of 2014 Holidays with the recommended closings. Leslie Kaltenbach seconded the motion and it passed unanimously. (Attached)

ADJOURNMENT: Joseph Bruno made a motion to adjourn at 8:35 PM. and all agreed.