

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

March 10, 2014

Prepared: March 12, 2014

Approved: April 21, 2014

In accordance with the Open Public Meetings Act, this meeting was included in the annual meeting notice published 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 Karin Miller at 7:36 PM. Mayor Joseph Bruno administered the Oath of Office to Sheila Buthe. (Attached)

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

ABSENT: Judith Rattner.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director; Kevin Hall, Councilman, at the invitation of the Board.

EXECUTIVE SESSION: Karin Miller called for a motion to go into Executive Session for Facilities Contract Negotiations. Hope Danzis made the motion, Sheila Buthe seconded the motion and it passed unanimously at 7:40 PM. Joseph Bruno read Resolution. (Attached)

Joseph Bruno made a motion to come out of Executive Session at 8:35 PM. Karin Miller seconded the motion and passed unanimously at 8:35 PM. No action was taken.

SECRETARY'S REPORT- Hope Danzis pointed out that she was absent from the meeting of January 17, 2014, but was listed under both Present and Absent in the Minutes. Hope Danzis made a motion to accept the minutes of February 10, 2014. Sheila Buthe seconded and the motion passed unanimously.

TREASURER'S REPORT- Joseph Bruno made a motion to accept the corrected Treasurer's Report for January 2014. Hope Danzis seconded the motion and it passed unanimously.

The first quarter payment for 2014 and last 2013 payment were received from the town. Hope Danzis made a motion to accept the Treasurer's Report for February 2014. Sheila Buthe seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – A donation was received from Eileen Bonacci whose artwork was on display in the lobby. A letter from Cub Scout Pack 268 praised staff member Alice Yellin for her work with the scouts during a recent visit to the library.

BOARD REPORTS - Trustee Training handout- The handout for continuing education programs sponsored by New Jersey Library Trustees Association was distributed.

CITIZEN HEARING ON AGENDA ITEMS (name and address) - No one spoke.

DIRECTOR'S REPORT

Circulation –The January statistics have been corrected and AV counts will be updated for April.

Building and Grounds – Roof bid opening is scheduled for 4/18/14. Plowed snow blocked all of the parking spaces around the edge of the lot for several days until DPW was able to clear the spaces.

Other- Tech Open House –The open houses have not been well attended due largely to discouraging weather.

Reschedule of Rat Pack 2 to 3/23 at 2:30 - Postponed due to snow, the concert program has been rescheduled.

Foundation – No meeting scheduled.

Marketing – Ms. Bakos is filling out the request for Investors Bank to pay for the summer Shakespeare in the Park(ing Lot) programs. Ms. Bakos is also working on a public shredding day.

MAYOR’S REPORT: Joseph Bruno reported that a town wide cleanup day is being planned and that the 2014 budget is progressing.

OLD BUSINESS: Administrative Assistant (PT) and Circulation Assistant (PT)- After discussion, Karin Miller made a motion that Denise Lerch be hired as Administrative Assistant to work 20 - 21 hours per week for \$20.00 per hour. Sheila Buthe seconded the motion and it passed unanimously. Karin Miller made a motion to hire Jean Feelyas a Circulation Assistant to work one evening per week and rotating weekends at \$13.58 per hour. Joseph Bruno seconded the motion and it passed unanimously.

NEW BUSINESS: None.

PUBLIC HEARING: No one spoke.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 8:57 PM and all agreed.