

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

April 21, 2014

Prepared: April 30, 2014

Approved: May 12, 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 Hope Danzis at 7:44 PM.

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

ABSENT: Judith Rattner, Leslie Kaltenbach, Sheila Buthe.

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

SECRETARY'S REPORT- Karin Miller made a motion to accept the minutes of March 10, 2014. Naomi Rizzuti seconded and the motion passed unanimously.

TREASURER'S REPORT- Joseph Bruno made a motion to cancel check #5974 in the amount of \$192.99. Karin Miller seconded the motion and it passed unanimously. Karin Miller made a motion that the Board authorize Stephanie Bakos and Denise Lerch to have access for requesting financial records at TD Bank. Joseph Bruno seconded the motion and it passed unanimously. The annual letter from the Auditor to the bank must be signed by the Treasurer. The Treasurer's Report now identifies Video and Lost Books as escrow accounts.

CORRESPONDENCE AND GIFTS - None

BOARD REPORTS – The annual MUF dinner will be held on May 7, 2014 at Hamilton Park. Board members who plan to attend should contact Ms. Bakos. Naomi Rizzuti reported that she and Karin Miller visited the Princeton Public Library and met with the Director and Development staff to discuss fund raising techniques. Comments and recommendations: no construction grants are available; rely on Foundation and/or Friends; keep meticulous records of monies received and spent; keep fund raising separate from any on-going operational expenses; identify potential donors; and, pledges can be paid in a specific time period. Following the report the Board discussed strategies for successful fund raising.

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

DIRECTOR'S REPORT

Circulation –The numbers reported in non-print categories were revised and are now accurate. A new flyer for local book groups will be posted on the website and distributed.

Ms. Bakos asked for a correction to the holiday schedule. Karin Miller made a motion to amend the 2014 holiday schedule to be closed on the Saturday before Memorial Day. Joseph Bruno seconded the motion and all agreed.

Building and Grounds – Chestnut Tree Experts have started tree removal and pruning. .

Other- Soprano Victoria Atwater and Tenor Bruce Reed, accompanied by Dr. John Girvin will perform an opera pastiche Sunday, May 4 at 2:30 pm.

After school incident- Repeated incidents of disruptive behavior by several middle school students resulted in the Police being called.

Foundation – No meeting scheduled.

Marketing – Still working on scheduling a shredding event with a local networking group.

OLD BUSINESS

Roof bids- Thirteen responses were received with the low bid from Build Rite LLC. After discussion, Mrs. Bakos read the resolution (attached) and Karin Miller made a motion to award the contract for replacement of the roof, gutters and leaders to Build Rite LLC (Wayne, NJ) for \$ 48, 375. Hope Danzis seconded the motion and it passed unanimously.

HVAC – Proposals were solicited from three companies for the preparation of specs and associated work (bid review, recommendation, site visits, etc.) for the replacement of the HVAC system. After discussion, Hope Danzis made a motion to hire Grant Engineering Consultant for \$ 6,800. Karin Miller seconded the motion and it passed unanimously.

2014 Budget- The municipality charged BHPL the salary and benefits amount for an employee who retired in 2013. The Treasurer is rectifying this oversight.

NEW BUSINESS: None.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Not necessary

MAYOR’S REPORT: Joseph Bruno spoke about business developments in the downtown and the Springfield Avenue fire. The Mayoral debate will take place on May 1 at the High School.

ADJOURNMENT: Karin Miller made a motion to adjourn at 8:53 PM. Joe Bruno seconded the motion and all agreed.