

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

October 13, 2014

Prepared: October 15, 2014

Approved: November 10, 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 Leslie Kaltenbach at 7:36 PM.

PRESENT: Linda Nessenson, Karin Miller, Leslie Kaltenbach, Sheila Buthe, Naomi Rizzuti.

ABSENT: Judith Rattner, Joseph Bruno.

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

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to accept the minutes of September 8, 2014. Karin Miller seconded and the motion passed unanimously.

TREASURER'S REPORT-

September expenses were higher than usual due to a variety of infrequent purchases including the replacement of two A.W.E. computers and contract/subscription renewals. The third quarter payment from the Town was received. Leslie Kaltenbach made a motion to accept the September 2014 report. Karin Miller seconded the motion and all agreed. Karin Miller made a motion to cancel check 6321(\$15.00), Leslie Kaltenbach seconded the motion and all approved. PCSA was down over last year at \$5,730 and the 1/3 mill at \$1,042,985 was down almost \$17,000.

Tim Vrabel was asked to correct the 2013 audit report, but the corrected audit has not been received.

CORRESPONDENCE AND GIFTS – A letter thanking Anne de Furia and the reference staff for their outstanding help was received from Ellen Mandel. Diane Wilverding of Berkeley Heights Nursing & Rehabilitation Center also wrote a letter of thanks to the library staff for service to the Center's residents.

BOARD REPORTS – Karin Miller reported that she and Ms. Bakos attended the LUCC Reception at the Clark Library on October 1 and viewed a film on the image of libraries as presented in films and other media.

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

DIRECTOR'S REPORT

Circulation – an overview of OverDrive subject/genre types circulated so far in 2014

Building and Grounds – Nothing to report.

Other- Ms. Bakos will speak to Judy Rattner and the director of Primrose School about the school's request that the library serve as a secondary evacuation site.

Six volunteers from ProQuest worked on the library's weeding project as part of their annual community service program. Board members are invited to attend the Rotary's pancake Breakfast on November 1.

MAYOR'S REPORT- No report given. Ms. Bakos said that no further public hearings on the transfer of property have been scheduled at this time.

OLD BUSINESS-

Update Interlibrary Loan policy- After discussion Leslie Kaltenbach made a motion to approve the updated ILL policy as modified. Naomi Rizzuti seconded the motion and it passed unanimously.

Statement concerning donations- Leslie Kaltenbach made a motion to accept the new statement concerning donations. Sheila Buthe seconded the motion and all agreed.

Update proctoring policy- After discussion Leslie Kaltenbach made a motion to accept the update proctoring policy as modified. Karin Miller seconded the motion and all agreed. Sheila Buthe asked that rather than dating the document in a header, the date of acceptance and any future dates of changes be listed be in a footer at the bottom of the last page of the document.

NEW BUSINESS-

Resolution thanking Hope Danzis - Ms. Bakos read a resolution thanking Hope Danzis for her many years of service as a Board member. Leslie Kaltenbach made a motion to adopt the resolution. Karin Miller seconded the motion and the resolution was adopted unanimously.

Resolution MOU between Library and Township- After discussion Leslie Kaltenbach made a motion to adopt and approve the Memorandum of Understanding between the Library and Township. Naomi Rizzuti seconded the motion and all agreed.

Leslie Kaltenbach made a motion to adopt the MOU resolution concerning the transfer of land as amended by correcting the library property as lot#26. Sheila Buthe seconded the motion and all approved.

Personnel-Judith Eshak, fulltime circulation assistant, will retire on November 30 after 18 years of service.

PUBLIC HEARING: No one spoke.

ADJOURNMENT: Leslie Kaltenbach a motion to adjourn; Sheila Buthe seconded and all agreed. The meeting was adjourned at 8:47 PM