

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

November 10, 2014

Prepared: November 12, 2014

Approved:

---

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 7:39 PM.

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

ABSENT: Judith Rattner.

ATTENDING A PUBLIC MEETING ON THE LAND SWAP: Karin Miller, Mayor Bruno.

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

SECRETARY'S REPORT- Leslie Kaltenbach made a motion to accept the minutes of October 13, 2014. Sheila Buthe seconded and the motion passed unanimously. Ms. Buthe asked that under Correspondence and Gifts, the names de Furia and Wilverding be corrected. Executive Session Minutes of 10/11/12, 11/12/12, 12/10/12, 1/14/03 and 2/11/13 were tabled until a quorum present at those meetings is assembled.

TREASURER'S REPORT- Cancel checks 6160 (\$82.50) and 6198 (68.75) - Leslie Kaltenbach made a motion to cancel checks 6160 (\$82.50) and 6198 (68.75). Sheila Buthe seconded the motion and all approved. The third and fourth quarterly payments were received from the town as well as the per capita state aid.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS – Naomi Rizzuti and Stephanie Bakos will attend the MUF meeting at the Morristown/Morris Township Library on November 17.

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

DIRECTOR'S REPORT

Circulation – The weeding project is ongoing with 852 books removed from the collection in October with the assistance of volunteers from ProQuest. Volunteers from the Boy Scouts will help with weeding in December. Animated PG rated DVDs are being shifted from the adult DVD collection into the children's DVD collection. Rating stickers will be attached to all items in the DVD collection.

Building and Grounds – Nothing to report

Other- Internet- New filtering capabilities should be installed by the end of this month.

State tax payers will be able to donate to the Local Library Support Fund by using a check off on their state tax bills.

Foundation – No report

LIASON'S REPORT- No report given

**OLD BUSINESS**

Audit – A corrected audit from Tim Vrabel was distributed.

2014 Operating Budget Amended - Leslie Kaltenbach made a motion to approve the Director's amended Treasurer's Report for 2014. Naomi Rizzuti seconded the motion and it passed unanimously. Expenses for legal fees and computer equipment have been higher than anticipated.

Part-Time Staff - The need for part time coverage following the retirement of fulltime Circulation Assistant Judi Eshak at the end of this month was discussed. Hours needed for coverage was discussed with the intention of reducing hours when possible.

**NEW BUSINESS**

Review of fines and fees- Following discussion, Leslie Kaltenbach made a motion to accept the revised Summary of Charges, Fees and Fines, dated November 10, 2014. Linda Nessenson seconded the motion and it passed unanimously.

In light of the continued uncertainty of the proposed land swap, the Director is working on the outline of a new strategic plan and possible survey. A timeline for a decision is still unknown.

**PUBLIC HEARING-** No one spoke.

**EXECUTIVE SESSION-** No session held

**ADJOURNMENT-** Leslie Kaltenbach made a motion to adjourn; Sheila Buthe seconded and all agreed. The meeting was adjourned at 8:26 PM.