

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

January 12, 2015

Prepared: January 16, 2015

Approved: February 9, 2015

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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 Karin Miller at 7:43 PM.

PRESENT: Linda Nessenson, Raquel Fruchter, Naomi Rizzuti, Karin Miller.

ABSENT: Sheila Buthe, Judith Rattner, Robert Woodruff.

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

INTRODUCTION OF BOARD MEMBERS (Oath of Office for incoming trustee): Karin Miller administered the Oath of Office to new Board member Raquel Fruchter. Naomi Rizzuti has been reappointed

ELECTION OF OFFICERS (Treasurer's start date to be determined by insurance company): Based on the practice of rotating through the offices, with Naomi Rizzuti declining office, Karin Miller is President, Sheila Buthe is Vice President, Raquel Fruchter is Secretary, and Linda Nessenson is Treasurer.

SELECTION OF MUF DELEGATE: Naomi Rizzuti volunteered to be MUF delegate.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Karin Miller

Personnel – Raquel Fruchter

Finance – Linda Nessenson

By-Laws – Naomi Rizzuti

Technology – Sheila Buthe

SELECTION OF OFFICIAL NEWSPAPERS:

Karin Miller made a motion that the Courier News and the Star Ledger be selected as the official newspapers. Linda Nessenson seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

(Attached)

REAPPOINTMENT OF T.M. VRABEL AND ASSOCIATES (AUDITOR) AND EUGENE HUANG OF WILEY MALEHORN SIROTA & RAYNES (ATTORNEY) - Following a motion by Karin Miller and seconded by Linda Nessenson, the reappointment of T.M. Vrabel and Associates (Auditor) and Eugene Huang of Wiley Malehorn Sirota & Raynes (Attorney) was unanimously approved.

SECRETARY'S REPORT: Linda Nessenson made a motion to approve the Minutes of December 8, 2014. Naomi Rizzuti seconded and it passed unanimously.

TREASURER'S REPORT: Reinstate \$100 petty cash account: cancel #6437 for \$553.5- Karin Miller made a motion to reinstate the \$100.00 petty cash account. Raquel Fruchter seconded the motion and it passed unanimously. Karin Miller made a motion to cancel check # 6437 for \$553.50. Linda Nessenson seconded the motion and it passed unanimously.

**CORRESPONDENCE AND GIFTS:**

Donations were received from Kay Heard, Frank Bolden, Ned and Fran Voss, and Eve Justus.

**BOARD REPORTS:** No reports.

**CITIZEN HEARING ON AGENDA ITEMS:** No one spoke.

**DIRECTOR'S REPORT:**

Circulation – December and Annual- The December 2014 report and the annual report were distributed. A technical error that resulted in a previous undercount of circulations has been corrected.

Building and Grounds- Heat has been restored to the Children's Department with the installation of a new burner  
Other – Budget hearing 1/19/15 at 7:00pm. The next Land Transfer information session will be scheduled in late February/early March.

Foundation – Karin Miller will serve as a voting member of the Foundation and Raquel Fruchter will be a nonvoting member.

Marketing - No report

**MAYOR'S REPORT:** Mayor Woodruff is attending the first Budget session at Town Hall.

**OLD BUSINESS:**

Pay-to-Play Resolutions for Award of Contract – Recorded Books; Ingram Library Services; TLC; OverDrive – Pay-to-Play contract award resolutions were read by Ms. Bakos (Attached). Karin Miller made a motion to award Non-Fair and Open contracts to Recorded Books LLC (not to exceed \$ 45,000); Ingram Library Services (not to exceed \$100,000); The Library Corporation (not to exceed \$35,000); and OverDrive (not to exceed \$ 24,000). Linda Nessenson seconded the motion and it passed unanimously.

2015 Budget and Salary revised –After discussion, Karin Miller made a motion to approve the revised Budget for 2015. Raquel Fruchter seconded the motion and it passed unanimously.

Ms. Bakos reviewed changes in the 2015 salary template, including new hires: Robert Nealon has been hired as part-time Tech/Reference Librarian, Nick Micchelli and Barbara Weiss-Santullo have been hired as part-time Circulation Assistants. Karin Miller made a motion to approve the 2015 Salary and Benefits package. Linda Nessenson seconded the motion and it passed unanimously.

**NEW BUSINESS:** No New Business

**PUBLIC HEARING:** No one spoke.

**EXECUTIVE SESSION:** No session needed.

**ADJOURNMENT:** Naomi Rizzuti made a motion to adjourn at 8:21 PM. Raquel Fruchter seconded the motion and all agreed.