

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

December 15, 2015

Prepared: December 16, 2015

Approved: January 18, 2016

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Adequate notice of this meeting has been provided by posting same on the bulletin board at the Library and Town Hall and forwarding notice to the Star Ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

The meeting, delayed until Sheila Buthe was available to participate, was called to order by Karin Miller at 8:15 PM.

PRESENT: Karin Miller, Naomi Rizzuti, Linda Nessenson, Sheila Buthe (by speaker phone, according to library by-laws).

ABSENT: Judith Rattner, Robert Woodruff, and Raquel Fruchter.

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

SECRETARY'S REPORT- Linda Nessenson made a motion to accept the minutes of November 11, 2015. Naomi Rizzuti seconded the motion and it passed unanimously.

TREASURER'S REPORT- Linda Nessenson made a motion to accept the November report. Naomi Rizzuti seconded the motion and all agreed. The last quarterly payment from the town has been received.

CORRESPONDENCE AND GIFTS – Rosemary De Witt made a donation of \$100.

BOARD REPORTS- semi-annual MUF meeting 11/18 - New Providence- Ms. Rizzuti will report next month.

CITIZEN HEARING ON AGENDA ITEMS- No one spoke.

DIRECTOR'S REPORT

Circulation- report distributed

Building and Grounds- Nothing to report

Other- Summit Medical has turned down a request to partner with the library in sponsoring a film program for senior citizens.

The Meeting Room Policy, passed in 2002, will be looked at for possible updating next month.

Foundation- Touch the Music will present a musical telling of "The Nutcracker" followed by a hands-on instrument workshop for children during winter break. The family event will be paid for by the Foundation.

Marketing – Nothing to report.

MAYOR'S REPORT: No report.

OLD BUSINESS:

Computer Upgrade- The computer system upgrade is mostly finished with an upgrade to the second server scheduled for next week.

**NEW BUSINESS:**

Staffing - The departure of Robert Nealon as part time Tech and Reference Librarian has left gaps in the scheduling that cannot be filled by present staff. Ms. Bakos described IT services offered by Unicom and asked that two or three board members meet with a representative. Ms. Bakos will email possible meeting dates. After discussion, Karin Miller made a motion that the Director interview and hire a part time Reference Librarian. Linda Nessenson seconded the motion and all agreed.

Preliminary Budget – Ms. Bakos presented a Preliminary Budget which will be finalized after a meeting with the Municipal Treasurer and ready for the January meeting

Reorganization Meeting – The meeting will be held on Monday, January 18, 2016 at 7:30 PM.

**EXECUTIVE SESSION:** No session needed.

**ADJOURNMENT:** Linda Nessenson made a motion to adjourn. Naomi Rizzuti seconded the motion; all agreed and the meeting adjourned at 8:44 PM.