

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
December 12, 2016
Prepared: December 13, 2016
Approved: January 16, 2017

Adequate notice of this meeting had been provided by posting the 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 was called to order by Linda Nessenson at 7:35 PM.

PRESENT: Linda Nessenson, Naomi Rizzuti, Judith Rattner, Sheila Buthe, Donna Boyd

ABSENT: Robert Woodruff, Raquel Fruchter

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

SECRETARY'S REPORT- Linda Nessenson made a motion to accept the minutes of the October 10, 2016 meeting. Sheila Buthe seconded the motion and it passed with Donna Boyd abstaining.

TREASURER'S REPORT- Check 6929 (\$114.99 from 2/16) voided 10/10, cleared. Nessenson made a motion to void checks 7264 and 7283. Sheila Buthe seconded and all agreed. The fourth quarterly payment from the Town is due. Beginning January 1, 2017, Aetna will be the new health insurance provider for municipal employees.

CORRESPONDENCE AND GIFTS – None

BOARD REPORTS- Naomi Rizzuti reported on Highlights of the MUF meeting of Nov. 16th (Attached)

CITIZEN'S HEARING ON AGENDA ITEMS- No citizen(s) present.

DIRECTOR'S REPORT

Circulation- Active weeding has resulted, once again, in more items discarded than added.

Building and Grounds- No report

Other- 2017 Holidays- Nessenson made a motion to accept the holiday schedule for 2017. Buthe seconded the motion and it passed unanimously. (Attached)

Reorganization Meeting- The reorganization meeting will be held at 7:30 Monday, January 16, 2017.

Foundation – No report

Marketing - No report

LIAISON'S REPORT: No report

OLD BUSINESS: 2015 Audit – Tabled until next month

NEW BUSINESS:

Personnel – Administrative Assistant Denise Lerch has resigned, Doug Gutch is standing in on a temporary basis. Part time Reference Librarian Robert Dillon will be leaving in early February. Both positions will need to be advertised in the new year.

New Municipal Complex – Bakos presented her preliminary findings on estimates of costs for a possible interim move, including moving, storage, phone service, etc.

2017 Pay- to- Play Linda Nessenson made a motion to accept the Determination of Values, (all to exceed \$17,500), for The Library Corporation (not to exceed \$35,000); Recorded Books LLC (not to exceed \$30,000); OverDrive (not to exceed \$30,000); Ingram Library Services (not to exceed \$60,000); and Hoopla (not to exceed \$25,000). Sheila Buthe seconded the motion and it passed unanimously.

Adjusted Budget: Nessenson made a motion to accept the adjusted Budget as reflected in Treasurer's Report 2/16 to 12/16. Buthe seconded the motion and it passed unanimously.

PUBLIC HEARING: No citizen appeared.

EXECUTIVE SESSION: Contract Negotiations/Land Acquisition/Lease-New Municipal Complex – Nessenson called for an Executive Session, Buthe seconded the motion and it passed unanimously. Nessenson read the Statement for facility contract negotiations and Executive Session was entered at 8:12 pm. Nessenson made a motion to come out of Executive session at 8:43 pm, Buthe seconded and the motion passed unanimously. No action was taken.

Nessenson read the Executive Order by Mayor Robert Woodruff appointing Donna Boyd to the Library Board.

ADJOURNMENT: Nessenson made a motion to adjourn, Buthe seconded the motion and all agreed. The meeting adjourned at 8:44 pm.