

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

February 22, 2016

Prepared: February 23, 2016

Approved: March 14, 2016

This meeting had been scheduled for February 8, 2016. Notice of the date change has been posted at the Library and Town Hall and forwarded 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, Karin Miller, Sheila Buthe.

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

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

SECRETARY'S REPORT- Karin Miller made a motion to accept the report of January 18, 2016. Sheila Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT- Cancel check #6825 (\$585.29)

Karin Miller made a motion to cancel check #6825 in the amount of \$585.29. Sheila Buthe seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS- None

BOARD REPORTS- None

CITIZEN'S HEARING ON AGENDA ITEMS- No one spoke.

DIRECTOR'S REPORT

Circulation- Downloadable statistics continue to rise.

Building and Grounds- Cleaning Contract – Laura Fuhro reviewed the three received estimates for cleaning. Sheila Buthe made a motion to accept the CleanNet proposal of \$780.00 per month for the annual cleaning agreement for 2016. Karin Miller seconded the motion and it passed unanimously. (attached) BHPL was closed on Sunday, Feb. 14th due to a broken water pipe.

Other – Presentations by Anthony Iovino and Michael Mistretta concerning the redevelopment projects are available for viewing on the municipal website. Meeting Room policy revisions, postponed from last month, were presented. Karin Miller made a motion to adopt the Meeting Room Policy modifications. Sheila Buthe seconded the motion and it passed unanimously. (attached)

Foundation – No report.

Marketing - No report.

MAYOR'S REPORT: No report.

OLD BUSINESS:

Unicom on-boarding – On-boarding continues as old equipment was recycled and staff was interviewed.

2016 Budget and Salaries –Ms. Bakos presented a revised budget. Linda Nessenson made a motion to accept the 2016 Budget and Operating Expenses, both dated 02/22/2015. Karin Miller seconded the motion and it passed unanimously.(attached)

Linda Nessenson made a motion to approve a 2% raise for 2016 for full and part time staff with the exception of Ann Marie Sieczka (new to position) and the pages (minimum wage). Karin Miller seconded the motion and it passed unanimously.

Staffing – The Director has interviewed several candidates for the part-time reference position.

Pay-to-Play - All requested documentation was received and the following contracts were awarded: The Library Corporation (not to exceed \$ 35,000); Recorded Books LLC (not to exceed \$ 45,000); OverDrive (not to exceed \$ 24,000); Ingram Library Services (not to exceed \$85,000); and Hoopla; (not to exceed \$20,000).

Karin Miller made a motion to approve the Pay-to-Play contract resolutions as presented, Sheila Buthe seconded, and it passed unanimously. (attached)

NEW BUSINESS: No New Business

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: No session.

ADJOURNMENT: Karin Miller made a motion to adjourn; Sheila Buthe seconded the motion and all agreed. The meeting adjourned at 8:01 pm.