

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

January 18, 2016

Prepared: January 20, 2016

Approved: February 22, 2016

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 7:35 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, Mark Faecher (Town Councilman), Kevin Hall (appointed by Executive order to serve as an aide on the Municipal Land Transaction project).

INTRODUCTION OF BOARD MEMBERS: Raquel Fruchter has been reappointed.

ELECTION OF OFFICERS (Treasurer's start date to be determined by insurance company): After discussion Karin Miller made a motion that Linda Nessenson serve as President, Karin Miller as Vice President, Sheila Buthe as Treasurer, Raquel Fruchter as Secretary and that Naomi Rizzuti continue as MUF delegate. Sheila Buthe seconded the motion and it passed unanimously.

Linda Nessenson assumed the chair.

SELECTION OF MUF DELEGATE: See above.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Linda Nessenson

Personnel – Karin Miller

Finance – Sheila Buthe

By-Laws – Naomi Rizzuti

Technology – Raquel Fruchter

SELECTION OF OFFICIAL NEWSPAPERS:

Linda Nessenson made a motion that the Courier News and the Star Ledger be selected as the official newspapers.

Karin Miller seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Linda Nessenson made a motion to approve the three TD Bank accounts (Attached). Sheila Buthe seconded the motion and it passed unanimously.

REAPPOINTMENT OF T.M. VRABEL AND ASSOCIATES (AUDITOR) AND EUGENE HUANG OF WILEY MALEHORN SIROTA & RAYNES (ATTORNEY) - Following a motion by Linda Nessenson and seconded by Karin Miller, 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 14, 2015. Karin Miller seconded and it passed unanimously.

TREASURER'S REPORT: Ms. Bakos remarked that less than \$ 5,000 dollars is still due from the town for 2015. Reinstate \$100 petty cash account: Linda Nessenson made a motion to reinstate the \$100.00 petty cash account. Karin Miller seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

Donations were received from Rug Hookers, Kay Heard, Catherine Chiusano, Ned and Fran Voss, and Eve Justus.

Mark Faecher arrived at this point.

BOARD REPORTS: Naomi Rizzuti reported on the November MUF meeting (Attached).

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – December and Annual- The December 2015 circulation report and the annual report were distributed. Downloadable circulation continues to rise, while print circulation has gone down. Hoopla circulation is growing with comic books being especially popular.

Building and Grounds- Nothing to report

Other – See below

Kevin Hall arrived at this point. Mr. Hall delivered a status update on the Municipal Land Transaction project. Deadline for contract signing between Town and Little Flower is February 28, 2016. Attorneys are finalizing the definitions. Closing date has yet to be established. Hearings will be held early in 2016 for the final re-development plans before the Council can take a final adoption vote. An open house will be held on January 23rd at Town Hall with the Michael Mistretta (Planner) and Anthony Iovino (Architect) available for questions and comments.

EXECUTIVE SESSION:

Linda Nessenson called for a motion to go into Executive Session and read the Statement for facility contract negotiations. Linda Nessenson made a motion to move into Executive session, Karin Miller seconded the motion and it passed unanimously at 8:29 pm.

Linda Nessenson made a motion to come out of Executive session at 8:45 pm, Karin Miller seconded the motion and it passed unanimously. No action was taken.

DIRECTOR'S REPORT continued:

Other- Karin Miller made a motion to accept the Board meeting dates for 2016. Sheila Buthe seconded the motion and it passed unanimously.(Attached)

Ken Hall and Mark Faecher left at this point.

Foundation – No report.

Marketing - No report.

MAYOR'S REPORT: No report.

OLD BUSINESS:

Technology Consultant- Linda Nessenson reported on the IT services that are offered by Unicom and reviewed the pricing guidelines. Following discussion, Linda Nessenson made a motion to approve Unicom as IT professional according to the terms the three year contract dated 12/30/2015. Karin Miller seconded the motion and it passed unanimously.

Pay-to-Play Resolutions for Determination of Value – The Library Corporation; Recorded Books LLC; OverDrive; Ingram Library Services; and Hoopla; Pay-to-Play Determination of Value resolutions were read by Ms. Bakos (Attached). Linda Nessenson made a motion to accept the Determination of Values for 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 seconded the motion and it passed unanimously. Unicom will not be more than the \$ 17,500 threshold.

2016 Budget– Ms. Bakos presented the 2016 operating budget for in-house expenses, which is \$10,000 less than the 2015 budget. After discussion, Linda Nessenson made a motion to approve the operating Budget for 2016, dated January 18, 2016. Karin Miller seconded the motion and it passed unanimously.

Meeting Room policy for frequent reservations was discussed and will be addressed again next month.

Linda Nessenson made a motion that UNICOM dispose of excess aged and replaced computer hardware. Naomi Rizzuti seconded the motion and it passed unanimously.

NEW BUSINESS: No New Business

PUBLIC HEARING: No one spoke.

ADJOURNMENT: There being no further business the meeting adjourned at 9:20 PM.