

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

October 10, 2016

Prepared: October 11, 2016

Approved: December 12, 2016

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 7:36 PM.

PRESENT: Linda Nessenson, Naomi Rizzuti, Karin Miller, Raquel Fruchter, Sheila Buthe

ABSENT: Robert Woodruff, Judith Rattner

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

SECRETARY'S REPORT- Linda Nessenson made a motion to accept the minutes of June 20, 2016 meeting.

Fruchter seconded the motion it passed with Miller abstaining.

Fuhro clarified that the incomplete third sentence under NEW BUSINESS in the August 2016 minutes should end with "the upper and lower levels". Nessenson made a motion to accept the minutes of August 8, 2016 as amended. Miller seconded the motion and it passed with Sheila Buthe abstaining.

Nessenson made a motion to accept the minutes of September 19, 2016. Miller seconded the motion and it passed with Fruchter abstaining.

TREASURER'S REPORT-correct September bills (to \$19,066.20 from \$19,066.60) - Nessenson made a motion to accept the Treasurer's Report for September 2016. Buthe seconded and the motion passed unanimously.

Bakos reported that the Unicom data transfer on September 1st and 2nd went smoothly.

CORRESPONDENCE AND GIFTS – An unusually large number of used books were donated throughout the last month causing staff to put in extra effort to sort, recycle, and maintain the book sales areas. Many of the books were re-donated to school libraries, local teachers and other programs.

BOARD REPORTS- Fruchter reported that she visited the Warren Library and shared her observations. Rizzuti visited the Bernards Township Library and noted the Seniors reading area.

CITIZEN'S HEARING ON AGENDA ITEMS- No one spoke

DIRECTOR'S REPORT

Circulation- Bakos reported adult discards outpaced additions last month by 400%, while Children's ran even. Downloadables reached a new high of 1,421 circulations.

Several evening and weekend programs are being scheduled so that working parents can participate with their children.

The Library will be closed and no books will be due on January 2, 2017 for New Year's Day

A monthly invoice from Hoopla was distributed to show the pay-per-use model.

Building and Grounds-

Other- 1/3 mill, PSCA. BUZZ

Discussion of the audit for 2015 was postponed for discussion at the November meeting.

1/3 mill - mandatory minimum funding for the Berkeley Heights Library for 2017 went up by \$41,771.

PCSA - per capita state aid went down by \$19.00 and the check should be received next week.

October BUZZ was distributed.

Foundation – No report

Marketing - No report

LIAISON'S REPORT: No report

OLD BUSINESS: Stabilization Progress - TLC progress- Bakos reported that the TLC transfer of data went well on October 1st and 2nd. The new server is fully functional.

NEW BUSINESS: New Municipal Complex – Bakos has continued visiting commercial properties looking for possible interim locations. Stewart Fife of Library Interiors will be meeting with Bakos at the end of the week to discuss possible preparations for a future move.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Contract Negotiations/Land Acquisition/Lease-New Municipal Complex – Linda Nessenson called for an Executive Session and all agreed. L. Nessenson read the Statement for facility contract negotiations and Executive Session was entered at 8:20 pm. L. Nessenson made a motion to come out of Executive session at 8:45 pm, S. Buthe seconded and the motion passed unanimously. No action was taken.

Buthe asked Bakos to prepare an estimate of costs for a possible interim move, including for space needs, staff, storage, utilities, etc.

ADJOURNMENT: Nessenson made a motion to adjourn, Miller seconded the motion and all agreed. The meeting adjourned at 8:46 pm.