

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
January 16, 2017
Prepared: January 17, 2017
Approved: March 21, 2017

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 Linda Nessenson at 7:37 PM.

PRESENT: Linda Nessenson, Naomi Rizzuti, Raquel Fruchter, Sheila Buthe, Donna Boyd.

ABSENT: Judith Rattner and Robert Woodruff.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director, Mark Faecher (Town Councilman), Kevin Hall (appointed by Executive Order to serve as on the Municipal Land Transaction project).

EXECUTIVE SESSION: Nessenson made a motion to go into Executive Session and read the Resolution for facility contract negotiations/new municipal complex. Buthe seconded the motion and it passed unanimously at 7:40 pm.

Nessenson made a motion to come out of Executive session at 8:24 pm, Sheila Buthe seconded the motion and it passed unanimously. No action was taken.

Faecher and Hall left at this point.

INTRODUCTION OF BOARD MEMBERS: Linda Nessenson was re-appointed for 5 year term. Board meeting dates will continue as 2nd Monday, with an exception in April.

ELECTION OF OFFICERS (Treasurer's start date to be determined by insurance company): Donna Boyd requested that she be moved down out of the President slot in the rotation of officers list. After discussion Buthe made a motion that Buthe serve as President, Boyd as Vice President, Fruchter as Treasurer, Nessenson as Secretary and that Rizzuti continue as MUF delegate. Nessenson seconded the motion and it passed unanimously. Buthe assumed the chair.

Bakos will speak to the Mayor about appointing a representative to attend meetings.

SELECTION OF MUF DELEGATE: See above.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Linda Nessenson

Personnel – Sheila Buthe

Finance – Raquel Fruchter

By-Laws – Naomi Rizzuti

Technology Donna Boyd

SELECTION OF OFFICIAL NEWSPAPERS:

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

Nessenson seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Buthe made a motion to approve the three TD Bank accounts (Attached). Nessenson 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 Buthe and seconded by Nessenson, the reappointment of T.M. Vrabel and Associates (Auditor) and Eugene Huang of Wiley Malehorn Sirota & Raynes (Attorney) was unanimously approved.

SECRETARY'S REPORT: Buthe made a motion to approve the Minutes of December 12, 2016. Nessenson seconded and it passed unanimously.

TREASURER'S REPORT

Reinstate \$100 petty cash account, void check 7282 (\$4293.06): Buthe made a motion to reinstate the \$100.00 petty cash account and to void check 7282. Nessenson seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

Donations were received from Fran and Ned Voss, Kay Heard, Catherine Chiusano, Rug Hookers (attached), Frank and Carolyn Bolden, and Eve Justus.

BOARD REPORTS: No reports given.

CITIZEN HEARING ON AGENDA ITEMS: No citizen(s) present

DIRECTOR'S REPORT:

Circulation – December and Annual- An error in was corrected back to February 2016. The December 2016 circulation report and the annual report were distributed.

Building and Grounds- Nothing to report

Other- A Chinese New Year Celebration to be held in the library on February 4th is being planned by the Berkeley Heights Cultural Development Committee and the Berkeley Heights Chinese Committee.

After discussion, Bakos said she would contact Pro Libra for a temp to set up Quick Books for financial record keeping.

Foundation – No report.

Marketing - No report.

LIAISON'S REPORT: No report.

OLD BUSINESS:

Municipal Complex: Nothing to discuss.

Pay-to-Play Award of Contract- 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). 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 \$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. Fruchter seconded the motion and it passed unanimously.

NEW BUSINESS:

2017 Budget - Bakos presented the 2017 operating budget for in-house expenses. After discussion, Linda Nessenson made a motion to approve the operating Budget for 2017, as amended to increase the Downloadable and Professional (Legal) categories. Buthe seconded the motion and it passed unanimously.

PUBLIC HEARING: No citizen(s) present.

EXECUTIVE SESSION: see above

ADJOURNMENT: Boyd made a motion to adjourn; Buthe seconded the motion and all agreed. The meeting adjourned at 9:24 PM.