

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

June 12, 2017

Prepared: June 13, 2017

Approved: July 17, 2017

---

Adequate notice of this meeting has been provided by posting 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. This meeting was contained on the list approved at the Reorganization Meeting.

The meeting was called to order by Sheila Buthe at 8:05 PM.

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

ABSENT: Judith Rattner, Mayor Robert Woodruff.

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

SECRETARY'S REPORT: Nessenson motioned to accept the Minutes of May 9, 2017; Buthe seconded and all agreed.

TREASURER'S REPORT:

Buthe motioned to cancel checks #7552, 7553, 7554 and 7557 which were byproducts of learning the new Quick Books system. Nessenson seconded the motion and all agreed. Payments from the Town for the first two quarters of the year have been received.

CORRESPONDENCE AND GIFTS: A memorial gift for Jeane McLellan was received from William and Geraldine Barton. A donation of \$400 was made by the Woman's Club of Berkeley Heights. An email from an individual requesting to speak with the board was received by many libraries in several states. The sender was informed of board meeting dates as advised by NJLA.

BOARD REPORTS: Buthe reported that the LUCC Legislative Breakfast was attended by representatives from Union County libraries and government. Buthe found the number of pro-library legislative initiatives to be impressive.

Bakos reported that she attended a Seniors Club meeting to represent BHPL (moving to temp location) and Rotary (medic alert).

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation- report on file

Building and Grounds – Excavation of strip along the church side of the library revealed a long pvc pipe and nothing else. A second excavation will be made beyond the first one at the request of LF Church.

Other – None

Foundation – No report.

Marketing – Rubber Ducky- The Library participated in the Rubber Ducky festival on Saturday, June 3<sup>rd</sup>.

LIAISON'S REPORT: No report.

OLD BUSINESS:

Record Retention (grants and bids)- Sheila Buthe motioned to approve Bakos' request to approve the disposal of grant and bids documents as listed on document (Attached) Nessenson seconded the motion and it passed unanimously.

Policy for video recording meetings – The sample policy was presented again. Fruchter motioned to accept the policy. Nessenson seconded the motion. Nessenson, Fruchter and Boyd approved, Buthe voted no.

NEW BUSINESS: After discussion of a letter regarding the status of the library, Boyd motioned to approve the letter to patrons prepared by Buthe. Nessenson seconded and all approved. The letter will be posted in the library and on the website, sent to TAPinto, and sent to the Superintendent's Office.

PUBLIC HEARING: No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT: Nessenson motioned to adjourn; Buthe seconded the motion and all agreed. The meeting adjourned at 8:35 PM.