

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

May 8, 2017

Prepared: May 9, 2017

Approved: June 12, 2017

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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 7:37 PM.

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

ABSENT: Judith Rattner, Mayor Robert Woodruff.

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

SECRETARY'S REPORT: Nessonson motioned to accept the Minutes of April 17, 2017; Fruchter seconded and all agreed. Nessonson motioned to accept the Executive Session Minutes of February 13, 2017. Fruchter seconded the motion and all agreed. Nessonson motioned to accept the Executive Session Minutes of January, 16 2017; Fruchter seconded the motion and all agreed.

TREASURER'S REPORT: Payments from the Town for the first two quarters of the year are expected soon. Quick Checks are now being used for bill payment; the remainder of the old checks is no longer needed. Buthe motioned to cancel checks #7411-7528. Nessonson seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS: A British film company donated \$50 after using the library as a backdrop for an interview – permission had been given by the Director and only newspaper storage is visible.

BOARD REPORT: Naomi Rizzuti reported that she and the Director attended the Annual MUF dinner and shared the following reports: The Bernards Township Library renovation has been completed including a new teen space and a technology center shared with Bernardsville; Bernardsville is having budget difficulties - The Friends Group raised money for a new color copier and the library has new classes to help people learn to use digital devices; Chatham has a 5 million dollar project to renovate the library; Long Hill's HVAC units crashed and Wowbrary has been added; Madison has a new 3-D printer, wireless upgrade, refurbished picture book room and a new director; Morristown is celebrating their 100<sup>th</sup> anniversary with many events, PCs have been replaced and a new Downton Abbey support group has formed; New Providence has added new e-services and new interior lighting; and, Summit Library has new carpeting upstairs, 78 new chairs in the reading room, a Spanish Storytime, Classes in ESL, citizenship business and classes for seniors and those seeking employment. They are planning a Spanish math and science program for the fall.

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation – Commenting on the decline in circulation numbers, Bakos said that there is a misconception that the library is about to close and is not ordering new books. Bakos will speak with the Seniors next week and let them know that we're still here and ordering as usual. Buthe suggested that an easy-finding chart of the types of materials offered by each of our downloadable services be added to the website.

Building and Grounds- no report

Other – record retention, status of TLC upgrades- Bakos reported that there are seven banker boxes full of old records eligible for disposal after approval is received according to Record Retention regulations. The TLC upgrades, for both staff and public use, are completed and have been working well.

Bakos suggested that rather than waiting for the first week of July, early closings on Wednesday nights and Sundays should go into effect after schools close in June and all agreed.

Foundation – No report.

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

LIAISON’S REPORT: No report.

**OLD BUSINESS:**

Policy for video recording meetings – The sample policy was discussed. BHPL’s Attorney will be asked for clarifications and the discussion will continue next month.

A Resolution honoring and thanking Naomi Rizzuti for her many years of service was read by Bakos. Rizzuti is retiring from the board.

**NEW BUSINESS:** No new business.

**PUBLIC HEARING:** No citizens present.

**EXECUTIVE SESSION-** as necessary- No session needed.

**ADJOURNMENT:** Rizzuti made a motion to adjourn; Nessenson seconded the motion and all agreed. The meeting adjourned at 8:26 PM.