

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

September 11, 2017

Prepared: September 12, 2017

Approved: October 16, 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 7:35 PM.

PRESENT: Judith Rattner, Donna Boyd, Ann Bunyaner, Linda Nessenson, Sheila Buthe.

ABSENT: Raquel Fruchter, Mayor Robert Woodruff.

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

SECRETARY'S REPORT- Nessenson motioned to approve the Minutes of August 27, 2017. Boyd seconded, Boyd and Buthe agreed, Rattner and Bunyaner abstained.

TREASURER'S REPORT: The Treasurer's Report for August was distributed.

CORRESPONDENCE AND GIFTS - Donation from the MOMS Club – A check for \$150 was donated for children's programs.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation- Circulation for print was down; downloadable circulation continues to increase; weeding continues.

Building and Grounds – gas meter – Public Service and Hecht Argent found and replaced three dried gaskets.

Other – LUCC Reception on September 14 at 6:30 at Linden Public.

Foundation – No report.

Marketing- No report.

LIAISON'S REPORT: No report.

OLD BUSINESS:

A sample policy for circulating Wi-Fi Hotspots was reviewed. Bunyaner motioned to accept the policy; Rattner seconded the motion and it passed unanimously. (Attached)

Preliminary Budget to move to 110 Roosevelt Avenue - budget of estimated and actual costs was distributed with 2017 in-house expenses to date and projection through Jan. 2018. After discussion, \$ 100,000 will be allocated to potential move.

Letter to PTO Presidents- Tabled for October

NEW BUSINESS:

Personnel- Head of Reference Anne DeFuria submitted her resignation beginning November 1, 2017.

Bid packet for moving and storage- Nessenson motioned to approve advertising the bid packet for moving and storage. Notice will be published Sept. 15 in the Courier News, bids will be opened Sept.27th. Rattner seconded the motion and it passed unanimously. Jerry Volpe (QPA from NJ Purchasing) will review the bids and have recommendation ready for October meeting.

PUBLIC HEARING: No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT: Nessonson motioned to adjourn, Boyd seconded the motion and all agreed. The meeting ended at 8:36 pm.