

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

November 13, 2017

Prepared: November 14, 2017

Approved: December 11, 2017

This meeting had been scheduled for November 13, 2017 at 7:30 PM. Adequate notice of this date change has been provided by posting same on the bulletin board at the Library and Town Hall and Legal Notices to the Star Ledger and Courier News, all in accordance with the Open Public Meetings Act.

The meeting was called to order by Sheila Buthe at 7:00 PM.

ABSENT: Raquel Fruchter, Judith Rattner, Mayor Robert Woodruff.

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

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

SECRETARY'S REPORT- Bunyaner motioned to approve the Minutes of October 16, 2017; Nessenson seconded and all agreed.

TREASURER'S REPORT- The Per Capita State Aid check was received. The annual bill from LMxAc (Overdrive platform and shared titles) was received. Bunyaner motioned to accept the report; Buthe seconded the motion and all agreed. Bakos asked that damaged check # 7691 and unused check # 7736 be voided. Bunyaner motioned to void checks #7691 and #7736. Nessenson seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS – donations from Janet Santaniello, Phyllis Fittipaldi, Susan Johnson, Arlene Bechtoldt-Apgar - the members of the rug hooker's group donated \$200. A letter from the Morris-Union Jointure Commission thanked the library for hosting a student in their site based structural learning experience program. Local author Kevin Catalano mentioned BHPL on the acknowledgement page of his new book *Where the Sun Shines Out*. Mr. Catalano did much of his writing in the library.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation- Circulation was down; Downloadables were up.

Building and Grounds – Nothing to report.

Other- Library Referendum, next step- the criteria for the library construction grant has not yet been released by the State Library.

Record Retention (Personnel records 1959- resignations in 2010) Buthe motioned to discard personnel records from 1959 through 2010. Nessenson seconded the motion and it passed unanimously.

Foundation – No report.

Marketing- ad Rotary Pancake Breakfast- An ad for the library was prominently displayed on the placemats for the Rotary pancake breakfast. The ad was donated by Ms. Bakos.

LIAISON'S REPORT: No report.

OLD BUSINESS: Move from 290 Plainfield – Nothing to report.

NEW BUSINESS: No new business.

PUBLIC COMMENT (name and address): No citizens were present.

EXECUTIVE SESSION- as necessary- Buthe made a motion for an Executive Session and read the resolution for Facility Contract Negotiations re: Berkeley Heights Public Library/Township of Berkeley Heights concerning the move to the Little Flower Rectory. Bunyaner seconded the motion and the session was entered at 7:34 PM.

Nessenson motioned to leave Executive Session, Boyd seconded the motion and all agreed. The session ended at 8:08PM.

No action was taken.

ADJOURNMENT: Bunyaner motioned to adjourn, Boyd seconded the motion and all agreed. The meeting ended at 8:08 pm.