

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
February 12, 2018
Prepared: February 13, 2018
Approved: March 12, 2018

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.

The meeting was called to order by Donna Boyd at 7:03 PM.

PRESENT: Judith Rattner, Donna Boyd, Ann Bunyaner, Linda Nessenson, Diane O'Halloran, Sheila Buthe.

ABSENT: Mayor Robert Woodruff.

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

SECRETARY'S REPORT- Nessenson motioned to approve the Minutes of January 15, 2018. Bunyaner seconded. Boyd, Buthe and O'Halloran agreed. Rattner abstained.

TREASURER'S REPORT: Bunyaner reported that the required Board signatures have been given at the bank. Library was notified that the video account is dormant and needs a transaction to keep it alive. Nessenson investigated interest CD rates and suggested moving \$ to an account that will earn higher than the current 1%. Bakos will consult with Vlabel about opening a new account.

CORRESPONDENCE AND GIFTS – None to report.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation- Downloadable circulation is at a record high. While the building is closed Holds and Inter Library Loan services have continued. Fines are suspended. Statistics showing use by Berkeley Heights card holders of nearby libraries will be available on a quarterly basis.

Building and Grounds –The Director of Maintenance for Little Flower Church has offered to show DPW workers what needs to done for preventable maintenance tasks such as bleeding the boiler and cleaning the roof drains.

Mr. Sblendorio will continue to provide snow removal and landscaping work. Library street signs will be ordered.

Other- This summer's Shakespeare in the Parking Lot production will be Something Shakespeare This Way Comes.

Bakos delivered an update on plans for the new municipal complex – schedules and RFPs are available on municipal website.

NJ Library Construction Bond information sheets were handed out – more to come when criteria is published.

Foundation- Bakos will invite Lois Densky-Wolff to a Board meeting to give an update on the Foundation.

Marketing- An open house with a library treasure hunt is being planned as an opening event.

LIAISON'S REPORT: No report.

OLD BUSINESS:

Construction Contract recommended by QPA- Three competitive bids (Attached) were received for the renovation of the library space at 110 Roosevelt Avenue with the low bid (\$ 39,542.00) submitted by Forst Contracting. Boyd read a resolution to hire Forst Contracting & Development Corp. Nessenson seconded the resolution and it passed unanimously.

2018 Budget- Bakos presented 2018 (attached) – the budget will be revisited when municipal pay increases are finalized.

Pay-to-Play Resolutions - Pay-to-Play Determination of Value resolutions were read by Boyd (Attached). Bunyaner made a motion to accept the Determination of Values for Unicom (not to exceed \$45,000), Ingram Library Services (not to exceed \$60,000) OverDrive (not to exceed \$35,000) and The Library Corporation (not to exceed \$30,000). Buthe seconded the motion and it passed unanimously.

NEW BUSINESS: No new business.

PUBLIC HEARING: No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

Rattner offered the CAC Room at the Clausen Administration Building, 345 Plainfield Avenue as the site for the March board meeting.

ADJOURNMENT: Buthe motioned to adjourn, Bunyaner seconded the motion and all agreed. The meeting ended at 8:09 pm.