

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
Reorganization Meeting
January 15, 2018
Prepared: January 18, 2018
Approved: February 12, 2018

This meeting had been scheduled for January 8, 2018. In accordance with the Open Public Meetings Act, this date change was advertised by legal notices in the Star Ledger and Courier News. Notice was also posted in Town Hall at least 48 hours in advance.

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

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

ABSENT: Judith Rattner and Mayor Robert Woodruff.

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

INTRODUCTION OF BOARD MEMBERS (Oath of Office for incoming Trustee) Diane O' Halloran was welcomed and administered the Oath of Office by Board President Buthe. O'Halloran fills the vacancy left by Raquel Fruchter. Board meeting dates will continue as the second Monday of each month at 7 pm.

ELECTION OF OFFICERS (Treasurer's start date to be determined by insurance company): After discussion, Buthe made a motion that Boyd serve as President, Nessenson as Vice President, O'Halloran as Secretary, and Bunyaner as Treasurer. Nessenson seconded the motion and it passed unanimously. Boyd assumed the chair.

SELECTION OF MUF DELEGATE: Buthe will be MUF delegate.

SELECTION OF STANDING COMMITTEES:

Building and Grounds –Nessenson

Personnel – O'Halloran

Finance – Bunyaner

By-Laws –Boyd

Technology - Buthe

SELECTION OF OFFICIAL NEWSPAPERS:

Nessenson made a motion that the Courier News and the Star Ledger be selected as the official newspapers.

Bunyaner seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Nessenson made a motion to approve the three TD Bank accounts (Attached). Buthe seconded the motion and it passed unanimously.

REAPPOINTMENT OF T.M. VRABEL AND ASSOCIATES (AUDITOR) AND EUGENE HUANG OF WILEY MALEHORN SIROTA & RAYNES (ATTORNEY) - Following a motion by Nessenson and seconded by Buthe, the reappointment of T.M. Vrabel and Associates (Auditor) and Eugene Huang of Wiley Malehorn Sirota & Raynes (Attorney) was unanimously approved.

SECRETARY'S REPORT: Bunyaner made a motion to approve the Minutes of the November 30, 2017 Special Meeting and the December 11, 2017 meeting. Nessenson seconded and it passed with O'Halloran abstaining.

TREASURER'S REPORT

Bakos reported that the last quarter payment of 2017 has not yet been received from the town.

CORRESPONDENCE AND GIFTS:

Donations were received from Fran and Ned Voss; Kay Heard; Cryofab Inc, (Jean Zanengo); Catherine Chiusano; and Frank and Carolyn Bolden.

Reinstate \$100 petty cash account - Bunyaner made a motion to reinstate the \$100.00 petty cash account. Nessenson seconded the motion and it passed unanimously.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation – December and Annual- The December 2017 circulation report and the annual report were distributed and discussed. An error in the December report will be corrected.

Building and Grounds- Nick, the church custodian, has been very helpful with furnace maintenance, snow removal and other building related matters.

The Recreation Commission will be joining us at some point in the future.

Foundation – No report.

Marketing - Festivities for the opening at 110 Roosevelt Avenue will be organized by Fuhro.

LIAISON'S REPORT: No report.

OLD BUSINESS:

Property at 110 Roosevelt Avenue- hiring of Jerry Volpe (QPA)

Bakos reported that Forst Contracting & Development Corp submitted an estimate for work at 110 Roosevelt Avenue for under \$40,000. Hiring a Qualified Purchasing Agent would increase the bid threshold from \$ 17,500 to \$40,000. Nessenson made a motion to hire Qualified Purchasing Agent Jerry Volpe, for a single service.

Buthe seconded the motion and it passed unanimously.

Bunyaner made a motion to pay \$1,500 to Jerry Volpe for a one time service as a QPA. Nessenson seconded the motion and it passed unanimously.

Bunyaner made a motion to hire Forst Contracting & Development Corp pending approval of Jerry Volpe (QPA). Nessenson seconded the motion and it passed unanimously.

Pay-to-Play Determination of Value 2018 – The Library Corporation; OverDrive; Ingram Library Services; and Unicom; Pay-to-Play Determination of Value resolutions were read by Ms. Bakos (Attached). Bunyaner made a motion to accept the Determination of Values for the Library Corporation (not to exceed \$30,000); OverDrive (not to exceed \$35,000); Ingram Library Services (not to exceed \$60,000); and Unicom (not to exceed \$45,000). Buthe seconded the motion and it passed unanimously.

NEW BUSINESS:

2018 Budget (when numbers available)

PUBLIC HEARING: No citizens present.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: Nessenson made a motion to adjourn; Bunyaner seconded the motion and all agreed. The meeting adjourned at 8:20 PM.