

Free Public Library of Berkeley Heights
Board of Trustees
June 11, 2018
Prepared: June 12, 2018
Approved: July 9, 2018 as amended

Adequate notice of this meeting has been provided by posting same on the bulletin board at 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 7:12 PM.

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

ABSENT: Judith Rattner, Mayor Robert Woodruff.

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

SECRETARY'S REPORT- Bunyaner motioned to approve the Minutes of May 14, 2018. O'Halloran seconded. The motion passed with Nessenson abstaining.

TREASURER'S REPORT- Nessenson motioned to accept the May 2018 Treasurer's report. Bunyaner seconded and all approved. Bunyaner will open the new Investors accounts.

CORRESPONDENCE AND GIFTS – A letter of appreciation was received from Mary Ann Kitchell. A gift of \$200 was received from the Woman's Club.

BOARD REPORTS- LUCC Legislative Breakfast- Bakos reported that the Library Construction Bill requirements have not been finalized.

Buthe arrived at this point.

2018 Freeholders Grant for Children's Programming Materials – The Grant offers \$3,750 which we will use for summer programming, additional Dash robots and Dash accessories, and additional Launchpads. The total amount of the grant is 50% of the amount available in previous years.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation- The circulation report was distributed.

Building and Grounds – Boyd reported that she communicated with Mayor Woodruff about the non-working parking lot light in front of the building. Bakos reported that the DPW will paint parking lot spaces after the bulk pickup program is finished.

Other- The Circulation Department is planning a summer reading club for adults to coordinate with the PBS Great American Read program.

Foundation- No report

Marketing- The Library participated in the annual Rotary Rubber Ducky Festival on June 9th.

LIAISON'S REPORT- No report

OLD BUSINESS-

Personnel update- Two part time nonprofessional assistants were hired, one has resigned. One part time reference librarian is moving and has resigned.

Two corrections were made to the Salary and Wages increases (approved 6/11/18). Pages will increase to minimum wage.

NEW BUSINESS-

Internet Policy- A preliminary Internet Policy was distributed and will be sent to the Attorney for review.

Employee Handbook – Will be sent to the Attorney for review and updates as necessary based on current laws.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT: Bunyaner motioned to adjourn, Buthe seconded the motion and all agreed. The meeting ended at 7:55 pm.

The June 11th meeting took place at the Council Chambers.