

**BERKELEY HEIGHTS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**September 17, 2018      345 Plainfield Avenue**

This meeting had been scheduled for September 10, 2018. Adequate notice of this change has been provided by posting same on the bulletin board at Town Hall and the Library 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.

1. Roll Call –
2. Secretary’s Report – July, August; capital account
3. Treasurer’s Report – July, August
4. Correspondence and Gifts – Lauren Core, Maggie Gonzales, Jimmy and Harry Vardas (Prestige Diner), Memorial Donations for Anne Mendolia,
5. Board Reports - LUCC Reception 9/26 at 6:00 PM at Clark Library; Library Journal Design Institute, 9/28/18 at Cherry Hill Library; NJ Library Trustee Institute, 10/27; MUF meeting 11/6/18 at 4:00 at Morristown/Morris Township Library
6. Citizen’s Hearing on Agenda Items (name and address)
7. Director’s Report
  - A. Circulation –July, August
  - B. Building and Grounds –
  - C. Other -
  - D. Foundation –
  - E. Marketing –
8. Liaison’s Report
9. Old Business
  - A. Employee Handbook
  - B. Internet Policy
10. New Business
  - A. Needs Assessment – Jim Hecht
  - B. Revised Job Descriptions distributed
11. Public Hearing (name and address)
12. Executive Session – as necessary
13. Adjournment