

Free Public Library of Berkeley Heights
Board of Trustees
July 9, 2018
Prepared: July 10, 2018
Approved: September 18, 2018

Adequate notice of this meeting has been provided by posting same on the bulletin board at Town Hall and 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.

The meeting was called to order by Donna Boyd at 7:07 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- Boyd asked that the Draft Minutes be amended under Director's Report, Building and Grounds, replacing "spoke" with "communicated". Nessenson motioned to approve the Minutes of June 9, 2018 with the change. Bunyaner seconded. The motion passed unanimously.

TREASURER'S REPORT: Checks are now being written on the new account with Investor's Bank. Bunyaner requested that a Treasurer's email account be set up by the Library.

CORRESPONDENCE AND GIFTS – None to report

BOARD REPORTS- No reports

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation- The circulation is slowly rising as borrowers return from neighboring libraries. Borrowing from Long Hill by Berkeley Heights was down 50% while the number of items borrowed from New Providence fell by 1,000. Hoopla downloadables are increasing.

Building and Grounds – The DPW will paint parking space stripes on the Library end of the lot. John Bussiculo will notify Little Flower that responsibility for repair of the non-working parking lot light in front of the library is theirs. Roofers have looked at the drainage problem that causes water to pool next to the handicapped walkway and will return to survey the problem of the leaks in the back hallway and kitchen ceilings caused by drainage for the flat roof. GPL Property Maintenance will remove the tree stump, roots and weeds from the entry walk area, and replace the soil and reseed.

Other – The final vote on the budget for the construction of the Municipal Complex will take place at tomorrow night's Council meeting at Town Hall. If approved, work on Phase 1 could start in August.

Foundation- No report

Marketing- Fuhro participated in the Town street fair handing out summer schedules and rubber ducks.

LIAISON'S REPORT- No report

OLD BUSINESS-

Personnel update- One part time employee will be on sick leave through Labor Day one part time opening has not yet been filled.

NEW BUSINESS-

Internet Policy- (Attorney Review) The preliminary Internet Policy has been sent to the Attorney for review.
Employee Handbook – (Attorney Review) The handbook with Attorney suggested revisions and additions was presented for consideration and discussion.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

Bunyaner motioned to accept the May 2018 Treasurer's report. Nessenson seconded and all approved. (See Treasurer's Report)

The Board is not scheduled to meet in August. August 13 is listed as an optional meeting date should the need arise.

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

The July 9th meeting took place at the Council Chambers.