

Free Public Library of Berkeley Heights  
Board of Trustees  
September 17, 2018  
Prepared: September 19, 2018  
Approved: October 8, 2018

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The meeting was called to order by Donna Boyd at 7:08 PM.

PRESENT: Donna Boyd, Diane O'Halloran, Ann Bunyaner, Linda Nessenson, Sheila Buthe (7:25), Judith Rattner.

ABSENT: Mayor Robert Woodruff.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director, Jim Hecht (Library Management Consultant)

SECRETARY'S REPORT Nessenson motioned to approve the Minutes of July 9, 2018; O'Halloran seconded and the motion passed with Rattner abstaining. There was no meeting in August.

TREASURER'S REPORT- July, August

A misplaced figure in the July 2018 Financial Worksheet will be corrected by the Administrative Assistant and sent out to Board members. The third quarter payment was received from Town Hall.

CORRESPONDENCE AND GIFTS- Lauren Core, Maggie Gonzales, and Jimmy and Harry Vardas (Prestige Diner) made donations. Memorial donations for Anne Mendolia were received from The Woman's Club of Berkeley Heights, a local bookgroup, Marie Moran, Edythe Mendolia, Thomas and Barbara Wesolowski, and Carol and Dieter Schmidt. Large print books will be purchased in Anne's memory.

BOARD REPORTS-

LUCC Reception – The annual reception for the Libraries of Union County Consortium will be held at 6 pm, September 26<sup>th</sup> at the Clark Public Library.

Bunyaner, Boyd, Bakos and Fuhro will be attending the Library Journal Design Institute on September 28<sup>th</sup> at the Cherry Hill Library.

The NJ Library Trustee Institute will be held on October 27<sup>th</sup> at the National Conference Center Holiday Inn, East Windsor. Nessenson and Bakos will attend.

The annual MUF meeting for Morris Union Federation librarians and Board members will be held at 4 pm, November 6 at Morristown/Morris Township Library – Boyd, Buthe and Bakos will attend. Buthe arrived at this point (7:25)

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

Boyd called for a change of agenda order moving New Business- Needs Assessment – Jim Hecht to the next item. All agreed.

NEW BUSINESS- Needs Assessment-Library management consultant, Jim Hecht presented a proposal for conducting a community survey to assist the Board in prioritizing services in the future building. Jim Hecht departed at this point. Bunyaner, Nessenson and O'Halloran will serve as Survey Committee.

Bakos will contact the library's attorney to determine if there are issues of any kind that should be considered before proceeding with a survey. Nessenson motioned to hire Jim Hecht to conduct a needs assessment survey, subject to consultation with the library's attorney. The fee is \$ 1,500 for an online survey, final report and recommendations. Bunyaner seconded the motion and it passed unanimously.

**DIRECTOR'S REPORT-**

Circulation- Total circulation was down compared to July and August 2017 while Downloadables continue to rise. Overdrive statistics for our purchasing consortium show that BHPL has high loans per population.

Building and Grounds – A request has been made for the gas company to perform a search for underground pipes before the new wiring for the parking lot light is installed.

Other - The need for additional visual clues to finding the library was discussed. Additional signs, banners and posting on the electronic bulletin board were suggested. Buthe volunteered to begin planning for an open house.

Marketing- Discussion of where and how to promote survey and providing a small token for responding

**LIAISON'S REPORT-** No report

**OLD BUSINESS-**

Employee Handbook- The revised Personnel Manual has passed attorney review. Bunyaner motioned to accept the revised Personnel Manual. Nessenson seconded the motion and it passed unanimously.

Internet Policy- Buthe motioned to accept the revised Policy for Use of Public Access Internet. Bunyaner seconded and the motion passed unanimously.

**NEW BUSINESS-**

Needs Assessment- Jim Hecht – see above.

Revised Job Descriptions – Copies were distributed for October discussion. Sample staff evaluation forms were also distributed.

**PUBLIC HEARING-** No citizens present.

**EXECUTIVE SESSION-** as necessary- No session needed.

**ADJOURNMENT:** Nessenson motioned to adjourn, Bunyaner seconded the motion and all agreed. The meeting ended at 8:38 pm.

The meeting took place at the Clausen Administration Building