

Free Public Library of Berkeley Heights
Board of Trustees
October 8, 2018
Prepared: October 9, 2018
Approved: November 19, 2018 as amended

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 Linda Nessenson at 7:10 PM.

PRESENT: Ann Bunyaner Diane O'Halloran, Linda Nessenson, Sheila Buthe.
ABSENT: Donna Boyd, Judith Rattner, Mayor Robert Woodruff.
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT- Bunyaner motioned to approve the Minutes of September 17, 2018; Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT: The corrected Financial Worksheet for July 2018 was distributed. Buthe motioned to accept the corrected Financial Workshop for July 2018; Bunyaner seconded the motion and it passed unanimously. Bunyaner motioned to accept the Financial Worksheet for September 2018; O'Halloran seconded the motion and it passed unanimously. 2019 1/3 mil is going up \$39,842 to \$1,147,588.

CORRESPONDENCE AND GIFTS – None to report

BOARD REPORTS- Library Design Institute- Bunyaner reported that she, Boyd, Bakos and Fuhro attended the September 28th institute sponsored by *Library Journal* in partnership with Cherry Hill Public Library, the NJ State Library Association and the NJ State Library. In anticipation of New Jersey's Library Construction Bond Act guidelines coming out in the spring of 2019, architects, vendors and over 100 librarians came together to discuss topics relating to library construction and what to consider when applying for the funds.

Buthe and Boyd will attend the MUF meeting at Morristown/Morris Township Library on November 6th.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation- There has been an increase in borrower registration with 61 new accounts opened in September.
Building and Grounds – PSE&G marked the path of a proposed underground electrical connection for the parking lot light in front of the building. Bakos has spoken with Township Engineer Tom Solfaro who will contact the County Roads Dept. about placing two Library signs on Plainfield Avenue. Foliage near the Roosevelt Avenue library signs has been trimmed for increased visibility. A vertical banner will be attached to the parking lot light in front of the building.

Other – None

Foundation- No report

Marketing- Buthe will meet with Bakos and Fuhro to plan an Open House.

Buthe is preparing a letter from the Board for the website.

LIAISON'S REPORT- No report

NEW BUSINESS

Survey - The community survey prepared by Jim Hecht is now online on the Library, Recreation and Municipal websites, and through Tap Into. A reference computer has been dedicated to on- site survey participation. Print copies will be handed out at gatherings such as the Seniors Club and Candidate's Night.

Capital Account – Tabled for November

Strategic Plan- Copies of the Strategic Plan for 2011-2014 were handed out for review and the need for updating was discussed.

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 adjourned at 7:44 PM.

The October 8th meeting took place in the Courtroom at Town Hall.