

Free Public Library of Berkeley Heights  
Board of Trustees  
November 19, 2018  
Prepared: November 20, 2018  
Approved: December 10, 2018 as amended

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This meeting had been scheduled for November 12, 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.

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

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

ABSENT: Ann Bunyaner, Superintendent, Mayor Robert Woodruff.

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

MINUTES – A correction was made to the October Minutes; the meeting was called to order by Nessenson; Boyd was absent. Nessenson motioned to approve the Minutes of October 8, 2018 as amended. O'Halloran seconded the motion and it passed with Boyd abstaining.

Boyd called for a change of agenda order moving Old Business- Survey to the next item. All agreed.

OLD BUSINESS-SURVEY Library management consultant, Jim Hecht gave an overview and discussed key findings of the recent community survey including recommendations for the new building. (attached)

FINANCIAL WORKSHEET- Bakos asked that checks # 8063, 8092 and 8124 be voided. Boyd moved that checks # 8063, 8092 and 8124 be voided. Nessenson seconded the motion and it passed unanimously. Nessenson made a motion to approve the October 2018 Financial Worksheet. Buthe seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – None to report.

#### BOARD REPORTS

Trustee Institute- Nessenson reported that she and Bakos attended. The program included the developing status of the state grant, but no definite timeline was provided.

MUF Meeting- The MUF meeting was held on November 6, 2018 at the Morristown/Morris Library, Boyd and Bakos attended. Different libraries provided reports on facilities and programs, along with communications and marketing updates including hiring marketing staff, e-mailing, increased outreach to the community, a promotional video and on-line registration.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

#### DIRECTOR'S REPORT-

Circulation- Downloadable circulation is up by over 500 above last year at this time.

Building and Grounds – lighting, signs, flag - The parking lot light has failed to operate despite the installation of a new underground electrical line. The electrician, Township Engineer and the Head of DPW have all been contacted; Boyd will email the Mayor and the Business Administrator. The placement of Library signs on Plainfield Avenue has not yet approved by the County. A vertical "LIBRARY" banner flag has been attached to the light pole in front of the building.

Other – None

Foundation- No report

Marketing- Open House- Buthe and Bakos agreed that the Open House went well with refreshments, door prizes, giveaways, take-home craft kits, a well-attended family magic program and a new map of the Library.

LIAISON'S REPORT- No report

#### OLD BUSINESS

Survey – See above.

Capital Account- Nessenson motioned to pass a Resolution establishing the Capital Expense Plan and reserving funds. Buthe seconded the motion and it passed unanimously. Buthe motioned to adopt the Capital Plan.

Nessenson seconded the motion and it passed unanimously. (attached)

#### NEW BUSINESS

2018 Budget Adjustments- Bakos reviewed adjustments made to the 2018 Budget. Nessenson motioned to approve adjustments to the Budget Report of November 2018. Buthe seconded the motion and it passed unanimously. (attached)

New Jersey Earned Sick Leave – Bakos reviewed the New Jersey Earned Sick Leave policy that has been adopted by the Township. Nessenson motioned to approve the policy. Buthe seconded the motion and it passed unanimously. Bakos said that additional money will be necessary in the 2019 budget to cover the extra coverage when needed.

Boyd urged the Board to begin now to explore marketing strategies for the near future. The conversation will continue at the December meeting.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION - No session needed.

ADJOURNMENT – There being no further business, Nessenson motioned to adjourn; Boyd seconded the motion and all agreed. The meeting adjourned at 9:28 PM.

The November 19<sup>th</sup> meeting took place in the Courtroom at Town Hall.