

Free Public Library of Berkeley Heights
Board of Trustees
December 10, 2018
Prepared: December 11, 2018
Approved as amended: January 7, 2019

Adequate notice of this meeting 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 7:11 PM.

PRESENT: Donna Boyd, Diane O'Halloran, Ann Bunyaner, Sheila Buthe, Linda Nessenson, Frank Geiger
Alternate for Superintendent.

ABSENT: Mayor Robert Woodruff.

ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

Boyd and Board members welcomed Geiger to the Board.

MINUTES – Bakos asked that the Minutes be amended by the removal of “2018-2020.” which appeared as a sentence fragment under OLD BUSINESS. Boyd motioned to approve the Minutes of November 19, 2018 as amended. O'Halloran seconded the motion and it passed with Boyd, O'Halloran Nessenson and Buthe approving and Geiger and Bunyaner abstaining.

FINANCIAL WORKSHEET- capital account paperwork- Bakos reported that a check for \$78,000 was received as the last payment expected in 2018 Nessenson made a motion to approve the November 2018 Financial Worksheet. Bunyaner seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – A donation in memory of special education teacher Rita Coleman was made by The Woman's Club of Berkeley heights.

BOARD REPORTS -No reports

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation- Downloadable circulation continues to rise.

Building and Grounds –The parking lot light in front of the building is shining again after The DPW removed the dirt and debris from the lamp globe. Lighting of the pathway to the handicapped spaces remains spotty. The problem is compounded by the branches of two small trees blocking the lights. Bakos will ask DPW for help with tree removal. Electrician Kevin Garcia has been asked for further ideas for improved lighting for the front walkway.

The placement of Library signs on Plainfield Avenue has not yet approved by the County.

Other – report from Council meeting 12/4/18. Nessenson reported that she and Bakos attended the Council meeting. The sale of our current site was discussed with a 21 month probable date for takeover on the schedule. Little Flower has been given an extension of occupancy at the current site and will remain responsible for grounds upkeep and snow removal.

Foundation- No report

Marketing- The need for a marketing plan was discussed. Boyd and Buthe volunteered to serve as the Marketing Committee. Bakos or Boyd will register for the ALA course on Marketing. Bakos noted that 1,600 people had opportunity to read the library survey results reported in Tap Into,

LIAISON'S REPORT- No report

OLD BUSINESS- None

NEW BUSINESS

Strategic Plan/Survey - O'Halloran and Nessenson will serve as the Strategic Plan Committee. They will review the results and extract information for future planning.

Budget- The budgeted amount for mandatory paid sick leave was increased to \$8,000. This is the first year for this legislation.

Reorganization Meeting January 14, 2019- The meeting will be held on January 7, 2019 at the Clausen Administrative Complex. Geiger offered meeting space at the complex for the next year.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION - No session needed.

ADJOURNMENT – There being no further business, Nessenson motioned to adjourn; O'Halloran seconded the motion and all agreed. The meeting adjourned at 8:00 PM.

The December 10th meeting took place in CAC the Board of Ed Building