

BOARD OF TRUSTEES Free Public Library of Berkeley Heights  
Reorganization Meeting  
January 7, 2019  
Prepared: January 8, 2019  
Approved: February 11, 2019

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In accordance with the Open Public Meetings Act, this meeting was advertised by legal notices in the Star Ledger and Courier News. Notice was also posted in Town Hall at least 48 hours in advance.

The meeting was called to order by Donna Boyd at 7:13 PM.

PRESENT: Linda Nessenson, Ann Bunyaner, Donna Boyd, Diane O'Halloran, Mayor Angie Devanney, Frank Geiger, Alternate for Superintendent.

ABSENT: None

ALSO PRESENT: Sheila Buthe attending as a non-voting member awaiting official appointment; Stephanie Bakos, Director; Laura Fuhro, Assistant Director

INTRODUCTION OF BOARD MEMBERS: Mayor Angie Devanney was welcomed as a new member of the Board. Sheila Buthe will be reappointed for a 5 year term at the next Council meeting.

ELECTION OF OFFICERS (Treasurer's start date to be determined by insurance company): After discussion, Nessenson motioned that Bunyaner serve as President. O'Halloran seconded the motion and it passed unanimously.

Bunyaner assumed the chair.

Bunyaner motioned that O'Halloran serve as Vice President. Boyd seconded the motion and it passed unanimously.

Bunyaner motioned that Nessenson serve as Secretary. Boyd seconded the motion and it passed unanimously. Nessenson motioned that Boyd serve as Treasurer. O'Halloran seconded the motion and it passed unanimously.

Nessenson motioned to table Selection of MUF delegate and Selection of Standing Committees until the next meeting. O'Halloran seconded the motion and all agreed.

SELECTION OF MUF DELEGATE: Tabled until next meeting

SELECTION OF STANDING COMMITTEES: Tabled until next meeting

SELECTION OF OFFICIAL NEWSPAPERS:

Bunyaner made a motion that the Courier News and the Star Ledger be selected as the official newspapers. Nessenson seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Bunyaner made a motion to approve Designated Bank Accounts (Attached). Nessenson seconded the motion and it passed unanimously. The Capital Account at Investors will be opened by the next Board meeting.

REAPPOINTMENT OF T.M. VRABEL (AUDITOR) AND EUGENE HUANG OF WILEY MALEHORN SIROTA & RAYNES (ATTORNEY) - Following a motion by Bunyaner seconded by Nessenson, the reappointment of T.M. Vrabel and Associates (Auditor) and Eugene Huang of Wiley Malehorn Sirota & Raynes (Attorney) were unanimously approved.

SECRETARY'S REPORT: Geiger asked that his title be corrected to Alternate for Superintendent under PRESENT. Nessenson motioned that the Minutes of December 10, 2018 be approved with the correction. Devanney abstained, all others approved.

## TREASURER'S REPORT

Reinstate \$100 petty cash account – The check for the petty cash account has been signed.

As soon as the account number for the Capital is received, the funds remaining at TD Bank will be transferred to Investor's Bank.

Operating expenditures through the end of 2018 were reviewed.

Nessenson motioned to approve the Financial Worksheet/Treasurer's Report. Boyd seconded and all approved.

Bakos noted that utility bills continue to be shared with Little Flower parish under terms of the new agreement.

## CORRESPONDENCE AND GIFTS:

Donations were received from Fran and Ned Voss; Kay Heard; Margaret Gonzales; Mr. and Mrs. Bolden; Catherine Chiusano; and the children of Anne and Ray Mendolia. Bakos will ask the Township Treasurer and the auditor about the possibility of moving specified donations to a capital account to be used for a special purchases for in the new building.

## BOARD REPORTS:

Boyd reported that she has begun a 4 week online marketing class offered by the American Library Association. Bakos has begun the ALA course in patron centered library design. Fuhro will be taking the teen services course. Nessenson and O'Halloran presented preliminary work on a Strategic Plan and the need for a statement of where we are now in terms of building, services and program limitations (Attached).

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

## DIRECTOR'S REPORT:

Circulation – December and Annual- The December 2018 circulation report and the annual report were distributed and discussed.

Building and Grounds- Outdoor lighting has been improved with an upgraded fixture at the entry walk steps and the removal of saplings from in front of exterior spot lights on the handicapped pathway.

Joe Grazziano has agreed to the placement of two directional Library signs on Plainfield Avenue.

Bakos will pursue the question of how the responsibility for leaf removal is covered by the Little Flower leasing contract.

Foundation – Bakos gave information relating to the Friends and the Foundation to Boyd for familiarization.

Marketing – for discussion by Boyd and Buthe at February meeting

LIAISON'S REPORT: Angie Devanney reported on the progress of the Library Construction Bond process with hopes that the applications will come out by early fall.

Devanney left the meeting at this point.

## OLD BUSINESS:

2019 Holidays – Nessenson motioned to accept the 2019 Holidays Schedule. O'Halloran seconded the motion and all approved. (Attached)

The next Board meeting will be Monday, February 11<sup>th</sup>.

Pay-to-Play Determination of Value 2019 – Pay to Play Determination of Value resolutions were read by Bakos (attached) Nessenson motioned to accept the Determination of Value for The Library Corporation (The amount spent will not be more than \$17,500 and will not exceed \$27,500); OverDrive (The amount spent will not be more than \$17,500 and will not exceed \$25,000); Ingram Library Services (The amount spent will not be more than \$17,500 and will not exceed \$75,000); Unicom Solutions Group (The amount spent will not be more than \$17,500 and will not exceed \$30,000) ; and Hoopla. (The amount spent will not be more than \$17,500 and will not exceed \$18,000). O'Halloran seconded the motion and it passed unanimously.

**NEW BUSINESS:**

2019 Budget (when numbers available) Numbers not yet available

**PUBLIC HEARING:** No citizens present.

**EXECUTIVE SESSION:** No session needed.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:18 PM.