

Free Public Library of Berkeley Heights
Board of Trustees
February 11, 2019
Prepared: February 13, 2019
Approved: March 11, 2019 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 Ann Bunyaner at 7:02 PM.

PRESENT: Ann Bunyaner, Donna Boyd, Linda Nessenson, Mayor Angie Devanney
ABSENT: Diane O'Halloran, Sheila Buthe, Liaison Frank Geiger
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT- Nessenson motioned to approve the Minutes of January 7, 2019; Boyd seconded the motion and it passed unanimously.

TREASURER'S REPORT – Boyd motioned to accept the Treasurer's Report for January 2019. Bunyaner seconded and all agreed.

CORRESPONDENCE AND GIFTS – An email was received from the Library Link Library Link NJ Executive Board asking that calls be made to NJ legislators asking them to support funding to keep Library Link open into FY2020.

BOARD REPORTS

The Strategic Planning Committee will meet with Bakos and Fuhro to work on a draft for the Strategic and Space Plans.

Boyd reported that the Marketing Committee met and will make a presentation at the March Board meeting. Boyd and Bakos met with Foundation Treasurer Lois Densky-Wolff who will follow up with paperwork.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation- Total Circulation was up. Downloadables continue to rise and program attendance is up.

Building and Grounds – The Mayor will contact Little Flower about leaf removal responsibility.

The Sewer Department has identified the location of the damage to the underground pipe meant to drain water from the foot of the front steps.

Following a discussion about the increase in the Library's portion of the shared utility bills, the Mayor said she will look into the terms of the December 2018 agreement between the Town and Little Flower.

Other – PCSA - Bakos said that she will be filing a Per Capita State Aid report even though eligibility requires that a library can reduce hours for no more than three months during the fiscal year. The State Library will determine if BHPL is eligible after being closed for four months.

Bakos related her observations from a trip to the brand new Warren County Library branch in Stewartsville.

Discussion followed on planning spaces for various services.

Foundation- see BOARD REPORTS

Marketing- report in March 2019

LIAISON'S REPORT- Liaison not present

OLD BUSINESS

Committees 2019 (MUF, By-laws, Finance, Technology, B&G, Personnel)

MUF delegate- Buthe

By-Laws- Bunyaner

Finance- Boyd

Technology – O'Halloran

Building & Grounds – Nessenson

Personnel- Buthe

Liaison to the Foundation- O'Halloran

Pay-to-Play resolutions – All of vendors' paperwork is in and the resolutions are ready to be signed by the President. (attached)

Strategic Plan- The Mayor will check for Statistics related to demographics, possibly in the draft Master Plan.

2019 Budget- Bakos presented the 2019 Salary and Operating Budgets. The budget includes money for increased utility costs and contingency funds for inter-library book delivery should funding for the LibraryLink NJ delivery be withdrawn.

After discussion, Bunyaner moved to pass the 2019 Budget, contingent on Township salary increases, Linda Nessenson seconded the motion and it passed unanimously.

Future considerations: self-checkout, security, Opening Day Collection – to be discussed at a future time.

The Mayor left at this time.

NEW BUSINESS

New committee- Facilities- Boyd proposed a committee to assist with and supplement plans for use of flexible library spaces in the new municipal complex. Boyd, Bunyaner and Nessenson will serve on this committee.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT – Boyd motioned to adjourn; Nessenson seconded the motion and all agreed.

The meeting adjourned at 8:37 PM.

The February 11th meeting took place in the CAC at the Board of Education building.