

Free Public Library of Berkeley Heights
Board of Trustees
June 10, 2019
Prepared: June 12, 2019
Approved as amended: July 8, 2019

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 7:00 PM.

PRESENT: Donna Boyd, Ann Bunyaner, Linda Nessenson, Diane O'Halloran, Sheila Buthe, Liaison Frank Geiger

ABSENT: Mayor Angie Devanney

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

SECRETARY'S REPORT-

Nessenson asked that under Secretary's Report the spelling of "McKinney" be corrected and that under Board Updates the spelling of "Kean" be corrected. Boyd asked that under Marketing, Buthe be added as a presenter. Bunyaner motioned that the Minutes of May 13, 2019 be accepted as amended. O'Halloran seconded the motion and it passed with Geiger abstaining.

TREASURER'S REPORT –

The Video Escrow Account still holds \$7,620 of unclaimed \$10.00 refundable deposits for access to the circuit video collection, staff is trying to return or have deposits donated. Bunyaner motioned to accept the Treasurer's Report for May 2019. Nessenson seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS – None to report

BOARD UPDATES - None to report

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation - BHPL re-opened in May 2018 so 2019 statistics are compared to time the library was operating.

Building and Grounds – Air conditioning – All the units are up and running after a visit by Peter Morehouse of Morehouse Heating. A condenser switch was adjusted and improperly installed and dust clogged condenser and ceiling filters were replaced.

The Library banner was re-attached to the light pole by DPW.

Lieutenant Jason Massimo arranged for two policemen to clear blocked roof drains and Tom McAndrew, Director of Waste Water Management, sent two employees to fill in the open trench next to the entry walk. Joe Graziano and the Administrator will look at a large hole in the front lawn, near the driveway between the buildings.

Other- The Library took part in the annual Rubber Ducky Festival with giveaways for adults and a craft and game for children.

LIAISON'S REPORT- Geiger reported that Dr. Melissa Varley will become the new Superintendent of Schools July 1st.

BOARD REPORTS-

Strategic Plan- Nessenson asked for comments on the developing strategic plan, noting that a social media platform plan has been added and the Vision Statement has been expanded.

Marketing- Buthe reported that she had contacted businesses that had used Clear Point for logo design.

Foundation- O'Halloran has met with three prospective members. Original Foundation member, Lois Denski-Wolff is assisting with researching By-Laws and financial records. Suggestions for fund raising projects were discussed including furniture accessories and museum passes.

Facilities - Bunyaner reported that in planning for the new library the committee met with three furniture vendors. It is not clear at this point whether the Library will be able to select a vendor who specializes in library furnishings. There will be a charge of \$9,500 for changes to the architectural and engineering plans to incorporate more electric/data locations, provide more window space in the Children's Activity Room, and move the server room.

NEW BUSINESS-

Union County Grant – The County Freeholders have offered a \$5,000 Grant to all Union County Libraries to be used for Children's Services in 2019. Bakos said that our request will pay for 9 summer workshops and performances and for a collection of 62 VOX audio-enabled print books. Bunyaner motioned that the grant request be submitted to the Freeholders. Buthe seconded the motion, and it passed unanimously.

OLD BUSINESS- None.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- Bunyaner called for an Executive Session To discuss the Transition Agreement (Township/BHPL) and discuss legal strategies to deal with a potential breach.

Nessenson seconded the motion and it passed unanimously. Executive Session was entered at 7:58 pm. Bunyaner made a motion to leave Executive Session, Boyd seconded the motion, and it passed unanimously. Executive Session ended at 8:45 pm. No action was taken.

ADJOURNMENT – Bunyaner motioned to adjourn; Geiger seconded the motion and all agreed. The meeting adjourned at 8:48 PM.

The June 10th meeting took place in the CAC, 345 Plainfield Avenue