

Free Public Library of Berkeley Heights  
Board of Trustees  
July 8, 2019  
Prepared: July 9, 2019  
Approved as amended: August 19, 2019

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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 Diane O'Halloran at 7:00 PM.

PRESENT: Donna Boyd, Linda Nessenson, Diane O'Halloran, Sheila Buthe, Ann Bunyaner (by phone)

ABSENT: Mayor Angie Devanney. The Board will reach out to the new Superintendent of Schools before the next meeting.

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

#### SECRETARY'S REPORT-

Nessenson asked that under Director's Report, Other- the word "Robber" be corrected to "Rubber". Nessenson motioned that the Minutes of June 10, 2019 be accepted as amended. Buthe seconded the motion and it passed unanimously.

#### TREASURER'S REPORT –

The Woman's Club of Berkeley Heights donated \$200. The next quarterly municipal payment should arrive in August. Buthe motioned to accept the Treasurer's Report for June 2019. Nessenson seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS – Carmelina Delguercio-Evans, leader of the Italian language discussion group, sent a thank you note and confirmed that the program will increase to two groups in the fall.

BOARD UPDATES - Board members were sent emails about online courses offered by the State Library. Of special interest are courses pertaining to Friends groups and Foundations.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

#### DIRECTOR'S REPORT-

Circulation – Borrowing of Downloadables is on the rise. Kanopy use is starting to pick up.  
Building and Grounds – After discussion Buthe motioned to accept an estimate of \$650 from J.T. Gallic Landscape Design to improve the garden areas along the front of the building. Nessenson seconded the motion and all agreed.  
Other- None

LIAISON'S REPORT- No liaison was present

#### BOARD REPORTS-

Facilities – No report  
Strategic Plan- Nessenson said that the Strategic Plan will likely need to be tweaked for agreement with the rules for the State Construction Bond which is currently out for review. Preliminary Grant information seems to favor projects in the early stage of planning.

Foundation- O'Halloran reported that prospective Foundation members have received emails information about the Foundation as well as the fund raising projects suggested at the June Board Meeting. After a general discussion about fund raising possibilities, Bakos suggested that established Library Foundations be contacted for more specific information.

Marketing - Buthe reviewed the proposals for website design that she and Boyd received from Rytech and from Clear Point Designs. Boyd and Buthe will also contact libraries in the area to ask about their experiences with web design.

NEW BUSINESS- None.

OLD BUSINESS- Construction Bond – NJ Register 7-1-19 (see Board Reports- Strategic Plan)

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- O'Halloran called for an Executive Session to discuss the Transition Agreement with the Municipality and discuss legal strategies to deal with a potential breach. Buthe made a motion to go into Executive Session. Bunyaner seconded the motion and it passed unanimously.

Executive Session was entered at 8:05 pm.

Buthe made a motion to leave Executive Session, O'Halloran seconded the motion, and it passed unanimously.

Executive Session ended at 8:36 pm.

No action was taken.

O'Halloran made a motion to agree to pay under protest \$9,500 or a lesser amount for corrections to architect and engineering plans for electrical deficiencies, lack of gathering space in children's room, server relocation, and adjustment to storefront elevations due to increase in stack height and finishes contingent on receiving an itemized bill from each professional. The Board specifically reserves the right to pursue all available means to collect these funds at a later date from the Township. Buthe seconded the motion and it passed unanimously. Boyd noted that this motion is in reference to the new Municipal complex.

Nessonson reviewed the Township requirement that furniture for offices in the new Municipal complex be supplied by one of three town-chosen vendors. In a meeting at Town Hall with the administration the need for the Library to deal with a company dedicated to the specialized for design, selection and installation needs of library furnishings was discussed. An email was later received from the Mayor that seemed to indicate that it would be possible for the Library to work with Library Interiors. Boyd has sent an email to the Mayor asking for clarification.

ADJOURNMENT O'Halloran motioned to adjourn; Bunyaner seconded the motion and all agreed.

The meeting adjourned at 8:47 PM.

The July 8<sup>th</sup> meeting took place in the Conference Room in Town Hall