

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
Reorganization Meeting
January 6, 2020
Prepared: January 8, 2020
Approved: As corrected February 10, 2020

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 Ann Bunyaner at 7:00 PM.

PRESENT: Linda Nessenson, Ann Bunyaner, Donna Boyd, Sheila Buthe, Diane O'Halloran, Mayor's Alternate Kevin Hall, Superintendent's Alternate Diane Azalone

ABSENT: None

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

INTRODUCTION OF BOARD MEMBERS: Ann Bunyaner has been reappointed for a 5-year term.

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

Nessenson assumed the chair.

SELECTION OF MUF DELEGATE: Nessenson motioned that O'Halloran serve as MUF delegate. Boyd seconded the motion and it passed unanimously.

SELECTION OF STANDING COMMITTEES: Nessenson Motioned that the Standing Committees remain the same with the exception of Bunyaner moving to Finance. Buthe seconded the motion and it passed unanimously.

Building and Grounds- Nessenson

Personnel- Buthe

Finance- Bunyaner

By-Laws - Bunyaner

Technology – O'Halloran

Marketing – Boyd and Buthe

Facilities- Nessenson, Boyd, Bunyaner

Foundation- O'Halloran

SELECTION OF OFFICIAL NEWSPAPERS:

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

DESIGNATE OFFICIAL BANK ACCOUNTS:

Nessenson made a motion to approve Designated Bank Accounts (Attached). Boyd seconded the motion and it passed unanimously.

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

SECRETARY'S REPORT: O'Halloran asked for a change of word under **BOARD REPORTS-** Foundation, replacing "Among" with "A" in the second sentence. Nessenson motioned to approve the Minutes as corrected. Hall seconded and the motion passed with Buthe abstaining.

TREASURER'S REPORT

Reinstate \$100 petty cash account – For the first time the Township Treasurer expected that the \$100 of petty cash be turned in to her office for accounting. The money is to be returned on January 18.

The Treasurer's Report was reviewed. Nessenson motioned to approve the Treasurer's Report for December 2019. Bunyaner seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

Donations were received from Mr. and Mrs. Heard, Mr. and Mrs. Bolden, Eve Justus and Catherine Chiusano.

BOARD REPORTS:

Facilities - Bunyaner reported that the Facility Committee met with Doreen of Library Interiors and chose fabric patterns and colors and shelving for the children's room. They will be visiting the Rochelle Park Library to see the newly completed layout and furnishings by Library Interiors. A second meeting with Doreen is scheduled this month for the purpose of choosing colors and fabrics for the main library and the teen space. Stew Fife will present a full price list for final furniture selection when selections are completed.

The need to know estimated operating costs for the new facility was discussed. Nessenson asked that this and other information, such as timelines and monthly updates, as agreed to in 2017, be sent directly to the Library Board.

Marketing – Buthe presented the first round of logo designs submitted by Clear Point Design. More designs have been requested. Boyd presented a proposal from Stephen Millet for website design. After discussion of the proposal and additional functionalities that could be included, Boyd motioned to approve the hiring of Stephen Millet, who submitted the lowest of three estimates, to develop and install the new website for an amount not to exceed \$3,000. Bunyaner seconded the motion and it passed unanimously.

Foundation – O'Halloran reported that the Foundation will host a meet and greet at Delicious Heights on January 14th. The organization will be approving updated by-laws on January 27th.

Buthe will head a new Board committee that will liaise with the Foundation.

CITIZEN HEARING ON AGENDA ITEMS: No citizens present.

DIRECTOR'S REPORT:

Circulation – Bakos reviewed the December and annual 2019 statistics.

Building and Grounds- The DPW and Viking Pest Control were consulted about squirrels in the attic. The DPW plans to block the soffit holes and remove or trim the tree next to the entry site.

Other – New Jersey Construction Grant Requirements were published today in the New Jersey Register.

LIAISON'S REPORT: Hall said he would take back to the Town the Board's requests for construction timeline updates, for confirmation of a pre-CO walk through opportunity, expedition of the new occupancy agreement, and for an estimate of ongoing expenses for services provided by the town.

Azalone reported that the Board of Education presented a Referendum to the Town in December concerning a \$2,500,000 for school library renovations including maker spaces, with the majority of the work to be done in the High School and Middle School.

Free Public Library of Berkeley Heights

Board of Trustees

January 6, 2020

OLD BUSINESS:

Pay to Play- Tabled until February.

NEW BUSINESS:

2020 Budget – Awaiting information requested from Town.

The requested Addendum to the Transition Agreement was approved by Council on 12/17/19.

PUBLIC HEARING: No citizens present.

EXECUTIVE SESSION: No session needed.

ADJOURNMENT: There being no further business, Nessenson motioned that the meeting adjourn at 8:34 PM. Buthe seconded the motion and it passed unanimously.