

Free Public Library of Berkeley Heights
Board of Trustees
February 10, 2020
Prepared: February 17, 2020
Approved: as corrected, March 9, 2020

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 Linda Nessenson at 7:04 PM.

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

ABSENT: Donna Boyd

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

SECRETARY'S REPORT- Bunyaner requested that her reappointment under INTRODUCTION OF BOARD MEMBERS be corrected to a 5-year term. Nessenson asked that information reprinted in error from the December 2019 Minutes be removed and be replaced with "The requested Addendum to the Transition Agreement was approved by Council on 12/17/19". Hall motioned that the Minutes of January 6, 2020 be accepted as amended. Bunyaner seconded the motion and it passed unanimously.

TREASURER'S REPORT – After discussion, Bunyaner motioned that the January 2020 Financial Worksheet be accepted. O'Halloran seconded the motion and all agreed.

CORRESPONDENCE AND GIFTS – None to report

BOARD UPDATES – See Board Reports

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT

The annual Per Capita State Aid Report is being prepared.

Circulation- The overall circulation was down in January while use of Kanopy increased.

Building and Grounds- The Library furnace failed today. Repairs are scheduled for tomorrow.

Squirrels – There have been no recent reports of squirrels in the attic. No progress was made by the DPW on further tree trimming, soffit repair or traps.

Other – None

LIAISON'S REPORT-

Hall reported that Toll Bros. will be reporting to the Planning Board on February 19 to ask for variances which, if approved at the end of March, would typically take 90-120 days for permits and issues before any further steps toward development would be taken.

Occupancy Agreement- shared costs have not been calculated by the Town. The Library Board will therefore prepare a list of anticipated shared expenses to present to the Town. The discussion was resumed under OLD BUSINESS, 2020 Budget.

Application for the New Jersey State Library Construction grant is due April 6th. The Township Administrator and the Mayor will prepare the request. Ideas for inclusion in the request were discussed.

BOARD REPORTS –

Facilities- Bunyaner reported that the Facilities Committee visited the Rochelle Park Library to see furnishings installed by Library Interiors. The Committee later met with Stew and Doreen of the Library Interiors to review the order, which should be placed by the end of March. Bunyaner showed a display of computer images featuring the color schemes, finishes fabrics and carpet for the new Library. The purchase order approval will be on the March agenda. Signage was briefly discussed.

Marketing-Buthe distributed the next round of logo designs for consideration.

Foundation- O'Halloran reported that the Foundation is exploring grants, and is focusing on a variety of plans to raise funds for furnishing a new maker space and to provide programming. Ideas for giving and donation policies, sponsorships and acknowledgements were discussed.

NEW BUSINESS-

Policy update- Library Membership – Bakos reported that she is working on the Library Membership Policy. These items are to be considered for a vote at the March meeting.

OLD BUSINESS -

Pay-to-Play- Resolutions were read by read by Nessenson. (Attached)

Bunyaner motioned to accept the Determination of Value for Hoopla (not to exceed \$21,500); Ingram Library Services (not to exceed \$95,000); Overdrive (not to exceed \$25,000); and The Library Corporation (not to exceed \$27,00). O'Halloran seconded the motion and it passed unanimously. The HBK (UNICOM) Determination has been delayed until the company determines its new legal name.

Nessenson reported that a proposal has been requested from TLC for a self- checkout station.

2020 Budget- The budget is undetermined, awaiting further information.

Discussion of shared service costs continued with the identification of future services to be shared, the expected pro rata usage, the precedence of past fees, and the elimination of no longer needed services considered.

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT- Hall motioned that the meeting adjourn. Buthe seconded the motion and it passed unanimously at 8:47pm.

This meeting took place in the CAC at the Board of Education building.