

BOARD OF TRUSTEES Free Public Library of Berkeley Heights  
April 11, 2011  
Prepared:

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Adequate notice of this meeting was provided by advertising in the Courier News and posting notice in the Library and Town Hall at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

The meeting was called to order by Hope Danzis at 7:35 PM.

PRESENT: Hope Danzis, Sheila Buthe, Karin Miller, Naomi Rizzuti, Leslie Kaltenbach.  
ABSENT: Joseph Bruno, Judith Rattner.

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

SECRETARY'S REPORT: Karin Miller made a motion to approve the Minutes of March 14, 2011. Hope Danzis seconded the motion and it passed with Naomi Rizzuti abstaining. Sheila Buthe arrived. Karin Miller made a motion to approve the Minutes of the Special Meeting of April 4, 2011. Naomi Rizzuti seconded the motion and it passed with Leslie Kaltenbach abstaining.

TREASURER'S REPORT: Karin Miller made a motion to void checks #4702 and #4720. Leslie Kaltenbach seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS: A letter of appreciation was received from the Seniors Club of Berkeley Heights thanking Ms. Bakos for being the speaker at a recent meeting.

BOARD REPORTS: The MUF annual dinner will be held on May 11, 2011. Karin Miller, Hope Danzis and Naomi Rizzuti will attend. Other board members who plan to attend should notify Ms. Bakos by May 4.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

**DIRECTOR'S REPORT:**

Circulation – The adult circulation was down a bit and the juvenile circulation went up 12.19%.

Building and Grounds – No action has been taken on the tree in the neighbor's yard.

Other- Green Calendar of Events/ Environmental Commission – The green events have begun. Robin Callaghan led a Recycled Birdhouse Craft and produced a video of the event. The Environmental Commission is donating three trees to be planted by Hall's Nursery as a drawing for adult program attendees.

Foundation – The next meeting is scheduled for April 18, 2011 at 7:30pm. Board members are invited to attend to discuss Strategic Planning. A notice will be sent to the Courier News.

Marketing – Strategic Planning Workshop Handouts- Ms. Bakos and Ms. Buthe attended the state sponsored workshop. Criteria for developing the strategic plan were described. A new Strategic Plan must be submitted to the State Library by June 1, 2011. An outside facilitator for focus required for the plan will be sought.

Sheila Buthe proposed a resolution to have a strategic plan completed by June 1, 2011, covering 2011 - 2013. Seconded by Karin Miller, the resolution passed unanimously. A sample Strategic Plan was distributed.

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MAYOR'S REPORT: No report.

**OLD BUSINESS:**

Transfer of Excess Funds paperwork completed – The paperwork was sent to the State Librarian, approved and forwarded to the Division of Community Affairs.

Forensic Auditor - The need to hire an independent auditor was discussed.

**NEW BUSINESS:**

Municipal Tax Levy Law - NJDCA local finance notice was distributed.

A letter from the Mayor concerning audit information from 2004-2009 was discussed. Leslie Kaltenbach will prepare a reply.

**PUBLIC HEARING:** No one spoke.

**EXECUTIVE SESSION:** Sheila Buthe made a motion to go into Executive Session to discuss legal matters.. Karin Miller seconded the motion and it passed unanimously. Hope Danzis made a motion to come out of Executive Session. Karin Miller seconded the motion and it passed unanimously.

Sheila Buthe made a motion for the Board to adopt a resolution that there will be no discussion between individual Board members or the Director and any external party regarding the alleged surplus of 1.1 million dollars and that the Board will respond to that issue formally as a group. Leslie Kaltenbach seconded the motion and the resolution was adopted unanimously.

A special board meeting to choose a forensic auditor is scheduled for Monday, April 25, 2011 at 7:30 pm.

Hope Danzis made a motion to send a letter prepared by Karin Miller to the Independent Press and the Alternative Press. Naomi Rizzuti seconded the motion and it passed unanimously.

**ADJOURNMENT:** Hope Danzis made a motion to adjourn at 9:07 PM and all agreed.