

BERKELEY HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
Special Meeting April 25, 2011
Prepared: April 26, 2011
Approved:

Adequate notice of this special meeting has been provided by posting same on the bulletin board at the Library and Town Hall and forwarding notice to Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

Call to Order: Hope Danzis called the meeting to order at 7:35 pm

Roll Call:

Present: Hope Danzis, Karin Miller, Naomi Rizzuti, Sheila Buthe, Leslie Kaltenbach, Mayor Bruno.

Absent: Judy Rattner,

Also Present: Stephanie Bakos, Director and Laura Fuhro, Assistant Director

Audience: Craig Pastore

Public Comment on Agenda Items: Michael Buthe, 22 Barnstable Road, addressed the auditing issues raised by the Township Council. Discussion followed. Concerns about the actual payment to DPW and liability insurance have not been answered.

New Business:

Auditor- The Board discussed the need to hire a new auditor, not also hired by the Town, to review Library audits for 2007-2009 and to begin the process now. Sheila Buthe presented a comparative chart of five auditors used by other libraries in New Jersey. Following discussion it was decided to invite representatives from the two firms of Hodiuk & Morrison and Vrabel & Associates to be interviewed at the next board meeting. Other agenda items will be limited to allow 45 minutes per firm.

Strategic Plan – Consultant for focus groups – Ms. Bakos reported that two estimates were received for conducting focus groups as required by the State Library for the Strategic Plan. Susan Globus submitted an estimate for \$4,200 and James Keebler for \$1,700. Karin Miller made a motion to hire James Keebler to conduct Focus Groups for the Strategic Plan. Naomi Rizzuti seconded the motion and it passed unanimously.

Discussion Guide questions for Community Leadership Interviews were distributed. Assignments for contacts were given to Board members with the request that interviews be completed by May 11.

SWOT handouts were distributed.

In response to an inquiry by Ms. Bakos, Board members indicated that they would agree to a one day closing of the Children's Department in mid-June for painting to be done by the L'Oreal volunteer crew.

Executive Session: No session was held.

The meeting was adjourned by Hope Danzis at 9:25 pm