

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

December 12, 2011

Prepared: December 22, 2011

Approved:

---

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, Naomi Rizzuti, Leslie Kaltenbach, Karin Miller, Joseph Bruno, Judith Rattner, Sheila Buthe.

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

SECRETARY'S REPORT: Leslie Kaltenbach made a motion to accept the Minutes of November 14, 2011. Naomi Rizzuti seconded the motion and it passed unanimously.

TREASURER'S REPORT: Hope Danzis made a motion to void check #5041. Leslie Kaltenbach seconded the motion and all agreed. Karin Miller made a motion to accept the report, Leslie Kaltenbach seconded the motion, and it passed unanimously.

CORRESPONDENCE AND GIFTS:

Shepard art print from Albert Mazurkiewicz- Mr. Mazurkiewicz donated a framed print and made a donation to the Library Foundation.

A Donation of \$1,000.00 was made by Fran and Ned Voss.

BOARD REPORTS: A Trustee Institute will be held on Saturday, June 2, 29012 at the Sheraton Eatontown.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – Circulation should be going up since the reopening of the Children's Department on November 15. The reopening was celebrated on November 19 with a morning dog program by the Mount Pleasant Animal Shelter and an afternoon family magic program attended by a capacity audience. Apples for all were donated by Vito Mondelli.

Building and Grounds – Conserve Light Grant – As part of the statewide grant, motion and sound sensors were installed that turn selected lights on or off as indicated.

DPW- A list of DPW done for the Library since September 2011, based on input from Ms. Bakos, Ms. Fuhro, and Tyler and Jim of the DPW was handed out.

Other – Penguin Books and Overdrive- Penguin has withdrawn from Overdrive. Our circulation statistics for downloadables show that the service is growing in popularity.

LibraryLinkNJ mobile app grant – The library is eligible to receive up to \$500 in 2012 for advertising the Boopsie mobile phone app.

A newspaper article describing the use of smart phones in classroom assignments was distributed.

Ms. Bakos and Ms. Fuhro attended a cyber bullying program at GLHS sponsored by the Education Foundation.

Ms. Bakos reported that the reopening of the Children's Department received photo coverage and articles in the Independent Press and the Alternative Press.

[Sheila Buthe arrived at this point]

Ms. Bakos was interviewed on TV36 for the weekly Berkeley Heights news program. Samples of carpet squares chosen for the Meeting Room were shown. The carpet will be installed by Commercial Interiors Direct for less than \$7,000, with \$4,000 donated by the Rotary Club. Before the carpeting is installed the Meeting Room hallway needs to be painted. Mayor Bruno said that he would double check that it would be appropriate to hire Jim Dude to do the painting on his own time.

Marketing – February 12 was chosen as the date for a Library Open House.

**MAYOR'S REPORT:** Joseph Bruno said that the Town Council looks forward to meeting with Tim Vrabel, the library auditor in January. The Mayor spoke of business changes in the downtown area. The Mayor also recommended a visit to the professionally decorated tree at Little Flower.

**OLD BUSINESS:** Barbara Russo, Executive Assistant to the Town Administrator has reported that the insurance claims associated with Hurricane Irene have been approved by the insurer but the check has not yet been issued.

**NEW BUSINESS:**

Reorganization Meeting – The meeting will be held on January 9, 2012 at 7:30 PM.

Holiday Schedule 2012- A motion to accept the 2012 Holidays. Naomi Rizzuti seconded the motion and it passed unanimously.

2012 Budget discussion: The Town has not yet taken all of the 2011 deductions from the library budget. The Town has not yet supplied sufficient information to use as a base for a preliminary library budget for 2012. Figures for deductions for DPW services, liability and medical insurance, and PERS are unknown. The budget will be prepared after the figures are received.

**PUBLIC HEARING:** No one spoke.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT:** Joseph Bruno made a motion that the meeting adjourn at 8:34 pm. Sheila Buthe seconded the motion and all agreed.