

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
January 10, 2011
Prepared: January 11, 2011
Approved:

Adequate notice of this meeting was provided by advertising in The Star Ledger and 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 Leslie Kaltenbach at 7:35 PM.

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

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

INTRODUCTION OF BOARD MEMBERS: Leslie Kaltenbach has been appointed to the Board for a term that will expire on 12/31/2015.

ELECTION OF OFFICERS: Leslie Kaltenbach made a motion to accept a slate of officers based on the practice of rotating through the offices, with Naomi Rizzuti declining office. Hope Danzis seconded the motion and it passed unanimously. Hope Danzis is President, Karin Miller is Vice President, Sheila Buthe is Treasurer, and Leslie Kaltenbach is Secretary.

SELECTION OF MUF DELEGATE: Hope Danzis nominated Naomi Rizzuti to be MUF delegate and all agreed.

SELECTION OF STANDING COMMITTEES:

Building and Grounds – Hope Danzis
Personnel – Karin Miller
Finance – Sheila Buthe
By-Laws – Naomi Rizzuti
Technology – (The Director will ask Mitch Germansky)

SELECTION OF OFFICIAL NEWSPAPERS:

Hope Danzis made a motion that the Star Ledger and Courier News be selected as the official newspapers. Leslie Kaltenbach seconded the motion and all agreed.

DESIGNATE OFFICIAL BANK ACCOUNTS:

Hope Danzis made a motion to approve the summary of bank accounts as presented. (Attached) Judith Rattner seconded the motion and it passed unanimously.

SECRETARY'S REPORT: Leslie Kaltenbach made a motion to approve the Minutes of December 13, 2010. Naomi Rizzuti seconded and it passed unanimously.

TREASURER'S REPORT:

Ms. Bakos reported that \$8,600 was moved from the video account to the savings account last month. The last payment from the town for 2010 is expected in 2 weeks.
Reinstate \$100 petty cash account –Judith Rattner made a motion to reinstate the \$100.00 petty cash account. Leslie Kaltenbach seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS:

The Township passed an annual resolution to re-appropriate fines and penalties to the library.

Donations were received from Kay Heard, Bill and Sharon Fischer, Richard and Rosemary DeWitt, and Eve and Bruce Biegel.

Thank you from Community Food Bank of New Jersey- Close to 400 pounds of food was collected at the library for the food drive.

Tax counseling for the Elderly- The Berkeley Heights Library will not be used as a tax counseling site for 2011.

BOARD REPORTS: No reports.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – The December and annual circulations were down slightly by less than 4%.

Building and Grounds – Cleaning company contract – Laura Fuhro recommended that the contract be awarded to Jani-King of New Jersey. Jani-King is the current provider and provided the lowest of three proposals. Hope Danzis made a motion to accept the Jani-King proposal of \$800.00 per month for the annual cleaning contract, effective March 18, 2011. Leslie Kaltenbach seconded the motion and it passed unanimously.

Joseph Bruno arrived at this point.

Other –Council Meetings Dates- The list of Council meeting dates for 2011 was distributed.

Building- John Dalessio, consulting engineer, has made a preliminary assessment of repairs needed to the lower level entry hall. Excavation of the exterior planter, installation of an exterior membrane system, removal of blacktop from the area around the tree and repair of the inside wall are called for. Hope Danzis made a motion to have John Dalessio prepare the specs for the lower entry hall. Leslie Kaltenbach seconded the motion and all agreed.

Foundation – The annual meeting is scheduled for January 17, 2011 at 7:30pm.

MAYOR'S REPORT: Joseph Bruno reported that Amey Upchurch began today as the new Township Administrator. Ana Minkoff is the new acting Township Clerk. Mayor Bruno invited communication from the Board and all Department Heads.

OLD BUSINESS:

Meeting Room Bids- Hope Danzis made a motion to go out to bid for Meeting Room renovation. Leslie Kaltenbach seconded the motion and it passed unanimously.

NEW BUSINESS:

Meeting dates for 2011- Hope Danzis made a motion to meet on the second Monday of each month with July and August optional. Judith Rattner seconded the motion and it passed unanimously. (Attached)

2011 Holidays- Joseph Bruno made a motion to accept the 2011 Holiday Schedule as submitted. The motion passed unanimously. (Attached)

2011 Pay-to-Play – Hope Danzis made a motion to award non-fair and open contracts to Ingram Library Services (the amount will be more than \$17,500 and will not exceed \$125,000), Recorded Books LLC (the amount will be \$17,500 and will not exceed \$50,000), and The Library Corporation (the amount will be more than \$17,500 and will not exceed \$ 40,000). Leslie Kaltenbach seconded the motion and it passed unanimously.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Not needed.

ADJOURNMENT: Joe Bruno made a motion to adjourn at 8:30 PM and all agreed.