

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
July 18, 2011
Prepared: July 19, 2011
Approved: September 12, 2011

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 originally scheduled for July 11, 2011 was postponed due to lack of a quorum.

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

PRESENT: Hope Danzis, Naomi Rizzuti, Karin Miller, Joseph Bruno, Sheila Buthe.

ABSENT: Judith Rattner, Leslie Kaltenbach

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

SECRETARY'S REPORT: Naomi Rizzuti made a motion to accept the Minutes of June 13, 2011. Sheila Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT: The second quarterly payment was received from the Town. Video refunds have slowed to a trickle. In a letter dated July 1, 2011 the auditor Tim Vrabel of Vrabel & Associates confirmed that he has examined seven years of library. Sheila Buthe read the third paragraph of the letter and asked that it be entered into the minutes (letter attached). That paragraph states:

The Township's Summary of Library expenses, however, is most definitely not an accurate method for determining the Library's accumulated surplus since their projection ignores the revenue/receipt side of the calculation. Your audit reports all contain a Statement of Operations which presents the correct methodology for determining surplus since it takes into account both revenues and expenses. For the past seven years the Library's ending surplus has ranged from \$126 thousand to \$372 thousand as certified in your audit reports.

Pay-to-Play procedures are not necessary to hire Vrabel & Associates for the 2012 audit because his fee is below \$ 17,500. A copy of Mr. Vrabel's usual contract will be forwarded to the municipal attorney.

CORRESPONDENCE AND GIFTS: A list of items purchased with last month's donation from the Woman's Club of Berkeley Heights is attached.

BOARD REPORTS: Hope Danzis and Stephanie Bakos will attend the Trustee training program sponsored by LUCC at the Westfield Public Library on July 19th.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – The report has been distributed. Twenty-six children came to launch the new Lego club. Their constructions, ranging from a tiny swimming pool to a towering Empire State Building are on display in our main lobby.

Building and Grounds – The replacement of outdoor lighting on the back of the building and under the main entrance canopy with LED and halide fixtures has been completed by Leib Electric.

DPW repaired the fence and spread mulch in garden areas around the building. Poison ivy removal was begun. Other areas such as fire escape treatment, gutter and Meeting Room window well cleaning have not yet taken place.

Other – Selling discards/donations – Ms. Bakos said that book location services will pay libraries for selected discarded and donated materials, offering an alternative for disposal. There were no objections to the concept.

Collection HQ – An online collection management tool for editing, weeding and updating specific areas of library holdings is now available. This service would be of great benefit in eliminating many unused items, freeing up space and allowing the library to redirect purchases and develop new areas. Discussion to continue.

Boopsie- *Boopsie for Libraries* is a multi-platform mobile library application that would allow access to our catalog and non catalog services through smart phones, droids and blackberries. This service will be of interest to teens and young adults, an audience BHPL does not always reach.

Meeting Room Policy- The Meeting Room policy distributed at the May meeting will be discussed at the September meeting.

Update on calendar distributed at June meeting- Board members reported on their attendance at local events. Karin Miller attended the library-sponsored “Songs from the past” concert held at the Berkeley Heights Nursing and Rehabilitation Center on June 30. Favorable publicity for the Library was generated when Ms. Bakos was interviewed at the program by The Berkeley Heights Patch. Joseph Bruno participated in the Mt. Carmel parade.

Marketing – Sheila Buthe met with Laura Fuhro to begin planning an October open house for k-1 children and parents.

A Tax Bill Sheet with information about the dedicated line item to fund libraries was distributed. BH tax bills will be ready the first week in August.

MAYOR’S REPORT: Mayor Bruno discussed his participation in the Mt. Carmel celebration.

OLD BUSINESS:

Audit – questions on 2010- Board members should send any questions about the audit to Ms. Bakos to be forwarded to Suplee Clooney.

Collection Development Policy – The Board was asked to email any comments on the Collection Development Policy, distributed at the June meeting, to Ms. Bakos.

2011 budget considerations – Sheila Buthe made a motion that a \$58,000 adjustment from changes in the number of employees/retirees eligible for health benefits be put back into the Operating Budget. Karin Miller seconded the motion and it passed unanimously.

NEW BUSINESS:

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: None.

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