

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

June 13, 2011

Prepared: June 14, 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 7:40 PM.

PRESENT: Hope Danzis, Naomi Rizzuti, Joseph Bruno, Leslie Kaltenbach, Sheila Buthe.

ABSENT: Judith Rattner, Karin Miller.

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

SECRETARY'S REPORT: Hope Danzis made a motion to accept the Minutes of May 9, 2011. Leslie Kaltenbach seconded the motion and it passed unanimously. Hope Danzis made a motion to approve the Minutes of the Special Meeting of May 24, 2011. Leslie Kaltenbach seconded the motion and it passed unanimously.

TREASURER'S REPORT: Hope Danzis made a motion to void checks #4784 and #4778. Leslie Kaltenbach seconded the motion and it passed unanimously. The first quarterly payment of \$55,000.00 was received from the Town.

CORRESPONDENCE AND GIFTS: A donation of \$400 was made by the Woman's Club of Berkeley Heights to be used to purchase books. Seventeen donors (list attached) contributed a total of \$430.00 in memory of Cole Barrier to be used for Children's Department purchases.

BOARD REPORTS: Naomi Rizzuti reported that she and Karin Miller, Hope Danzis and Stephanie Bakos attended the MUF annual dinner on May 11, 2011. (Sheila Buthe arrived at this point)

CITIZEN HEARING ON AGENDA ITEMS: Eagle Scout candidate Matthew Buthe remarked that attending this meeting satisfies a requirement for a citizenship project.

DIRECTOR'S REPORT:

Circulation – The report has been distributed.

Building and Grounds – An estimate for replacement of outdoor lighting on the back of the building with LED and halide fixtures for under \$3,000 was received from Leib Electric. An estimate for replacement of fixtures under the main entrance canopy has been requested.

Other – Collection Development Policy – The Collection Policy was distributed for review. District Library Concept – A handout was distributed – The District Library concept will be addressed at a LUCC training session for trustees. Audit- The report was received . Sheila Buthe and Stephanie Bakos will meet with Tim Vrabel on Wednesday.

Foundation – received \$2,000.00

Marketing – Calendar of Board Activities- A calendar of open houses for targeted groups was distributed and Board responsibilities were assigned. Sheila Buthe reported that she, Stephanie Bakos and Laura

Fuhro did a walkthrough of the building and grounds with Township Engineer Robert Bocchino. Stephanie Bakos reported that based on focus group information, several new programs will begin in the fall including a monthly movie day with an afternoon film for seniors, an afterschool film for middle school and the Third Thursday film for adults in the evening. A Teen Advisory group will have input on planning programs. The senior bus will stop at the Library on request.

MAYOR'S REPORT: Joseph Bruno said that someone had been retained to establish best practices in the Finance office.

OLD BUSINESS:

Strategic Plan – Stephanie Bakos reported that the plan has been sent to the State and the first few pages including the mission statement and goals will be posted on the library website.

The Focus Group reports done by James Keebler and Allen McGinley were discussed. The reluctance of seniors and families with young children to visit the library between 3 and 6 on school days was addressed. The Director will contact Captain Mathis about parking lot traffic concerns in the afterschool period. The need for more space was brought up by every group. Ideas for providing that space were discussed.

NEW BUSINESS:

Summer Hours – Hope Danzis made a motion that the library close on Wednesdays at 5pm from July through Labor Day. Joe Bruno seconded the motion and it passed unanimously. Hope Danzis made a motion to close the library on Saturdays in August and on Sundays in July through Labor Day. Joe Bruno seconded the motion and it passed unanimously.

Mayor Bruno suggested a series of programs with a Civil War focus might be popular as the 150th anniversary has already started.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: None.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 8:43 PM. Joe Bruno seconded the motion and all agreed.