

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

November 14, 2011

Prepared: November 16, 2011

Approved:

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Public notice of the change of location for this meeting was provided by advertising in the Star Ledger 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, Sheila Buthe.

ABSENT: Karin Miller, Joseph Bruno, Judith Rattner,

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

SECRETARY'S REPORT: Naomi Rizzuti made a motion to accept the Minutes of October 12, 2011. Sheila Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT: The Library is still working on returning membership fees to former video circuit borrowers. Ms. Bakos said that storm related expenses have been paid out-of-pocket and that Barbara Russo has not yet heard from the insurance company about the library's insurance claims.

CORRESPONDENCE AND GIFTS:

A list of the 28 volunteers who participated in reshelving books and moving furniture into the Children's Department was presented (list attached). Volunteers will receive a Certificate of Appreciation and a thank you note with photos of them at work.

Auditor Tim Vrabel will not be available for the December meeting. An attempt will be made to reschedule the portion of the meeting with the Town Council for January.

Sheila Buthe asked if fulltime employees were paid during the state of emergency closings on October 31 and November 1. Ms. Bakos said that the Assistant Treasurer had confirmed that all scheduled full-time town employees were paid during the emergency closing.

BOARD REPORTS: – Ms. Rizzuti summarized the MUF library reports from the meeting she attended on November 9<sup>th</sup> at Long Hill Library with Ms. Bakos.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – Circulation was down for the month due to the closing of the Children's Department.

Downloadable Report- The report shows that readers of romance and children's titles are among those making good use of downloadable eBooks.

Building and Grounds – Children's Department – Ms. Bakos and Ms. Fuhro met on October 17 with Township Engineer, Bob Bocchino and Roads Foreman, Lance Ruban who agreed that an itemized list of work done would be provided to the library on a monthly basis.

Other – Amazon and eBooks (article distributed) The new Kindle should arrive by the end of the week. It will be used for demonstrations, staff training and classes.

Warner Brothers/dvds - Warner Brothers has a puzzling new policy of not supplying feature film dvds to libraries until four weeks after they are available to the general public. BHPL will order these titles from Amazon.

Air conditioning replacement – will be on the agenda in January.

Food Drive- The Union County public libraries are drop off points for a Community Food Bank of NJ food drive, starting November 21.

Statistical report from the State Library – Ms. Bakos went over the State Library’s 2010 statistics that show that, compared to other libraries in the same population and budget categories, BHPL stands on the low side for percentage of budget spent on salaries and on the high side for percentage spent on materials.

Marketing – Ms. Bakos will attend a kick-off Strategic Plan meeting at the YMCA. Ms. Bakos attended the Rotary pancake breakfast to keep the club up-to-date on the delay of the Meeting Room carpet.

MAYOR’S REPORT: No report was given.

**OLD BUSINESS:**

Policy review for Fines and Charges (distributed in October) - After discussion, Hope Danzis made a motion to accept the revised Summary of Charges, Fees and Fines (attached). Sheila Buthe seconded the motion and it passed unanimously. Briefly, the 1<sup>st</sup> notice fee was increased to \$ .60 and the maximum fine for DVD sets was increased to \$ 30.00.

NEW BUSINESS: Ms. Bakos explained that if the insurance money for Hurricane Irene repairs does not appear by December, the library may need to utilize a portion of the 20% reserve mandated by the State Library to cover December bills. Sheila Buthe made a motion to approve, if necessary, the utilization of a portion of the 20% reserve above the audited operating expenditures for the most recent available year for those expenses which may not be covered by insurance reimbursement for the restoration of the Children’s Room due to damages from Hurricane Irene. Hope Danzis seconded the motion and it passed unanimously.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: None.

ADJOURNMENT: Hope Danzis made a motion that the meeting adjourn at 8:45 pm and all agreed.