

BOARD OF TRUSTEES Free Public Library of Berkeley Heights
October 10, 2011
Prepared: October 11, 2011
Approved: November 14, 2011

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 7:30 PM in the Conference Room at Town Hall.

PRESENT: Hope Danzis, Naomi Rizzuti, Karin Miller, Sheila Buthe.
ABSENT: Leslie Kaltenbach, Joseph Bruno, Judith Rattner,
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

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

TREASURER'S REPORT: The third quarter payment of \$55,000 was received from the Town.
PCSA – The Per Capita State Aid for 2011 is \$6,075, a 4.5% decrease from 2010.
TD Bank account information – TD Bank requested a letter from the Board (check signers only) authorizing Stephanie Bakos and Susan Berenbak to access account information. Sheila Buthe made a motion, seconded by Karin Miller, and passed unanimously. (letter attached)
1/3 mil chart for Union County libraries was distributed. Equalized valuation is down \$65,022 in Berkeley Heights for the 2012 budget year.
Karin Miller reported that she spoke to Tim Vrabel informing him of the Town Council's request to have him present at a joint meeting with the Library Board. Due to a change in the Council's meeting schedule in November, the regular December meeting was chosen for this meeting.

CORRESPONDENCE AND GIFTS: None.

BOARD REPORTS: Karin Miller reported that she and Ms. Bakos attended the LUCC reception on October 6 at the Plainfield Library, where they toured the redesigned rainforest theme in the Children's Department and heard a speaker from the Union County Division of Cultural and Heritage Affairs describe research done on Union County Black Americans who served in the Civil War.

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.
Building and Grounds – estimate to replace cooling equipment (mid 1960's) – A recent service repair report on the nearly 50 year old air conditioning unit for the Children's Department stated that should the unit fail again the recommendation would be to replace it. Air Group submitted an estimate for a new unit for \$27,495.00. An estimate for replacing the unit for the Second Floor Nonfiction/Reference area is \$12,000. Ms. Bakos will ask the Town Administrator if grant money is available for this. If not, the request will be added to the capital budget.
Laura Fuhro will prepare a report of the progress on work requests made of the DPW during the May walk through.

Others – Kindles and OverDrive – OverDrive has added Kindle compatibility. Usage stats for the month show that OverDrive downloads, including audio and ebooks, accounted for 276 circulations including titles for children and young adults. A Kindle has been purchased for instructional use.

Boopsie for Libraries – Apple has finally delivered the Boopsie app. Boopsie will be operational in the near future.

Marketing – Laura Fuhro reported that the library participated in Family Fun Night at Mary Kay McMillin School on October 6. Children crowded around the library table for the opportunity to win a prize for reading from a book or singing the alphabet song while their parents picked up bookmarks, card applications, new borrower packets and handouts featuring library services

MAYOR’S REPORT: No report was given.

OLD BUSINESS: All air ducts have been cleaned by The Duct Dudes. Painter Steve Dilly has been hired and will begin work in the Children’s Department this week. The carpet is on order and should be delivered the last week of the month. A growing list of volunteers to help with the future reshelving of Children’s Department collection is being compiled.

NEW BUSINESS:

Policy Review for Fines and Charges – The current policy was distributed and discussed. It will be discussed again in November.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: None.

ADJOURNMENT: Hope Danzis made a motion that the meeting adjourn at 8:26 pm and all agreed.