

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

March 14, 2011

Prepared: March 16, 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 Hope Danzis at 7:35 PM.

PRESENT: Hope Danzis, Sheila Buthe, Karin Miller, Judith Rattner, Leslie Kaltenbach.

ABSENT: Joseph Bruno, Naomi Rizzuti.

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

SECRETARY'S REPORT: Karin Miller made a motion to approve the Minutes of February 10, 2011. Sheila Buthe seconded the motion and it passed unanimously.

TREASURER'S REPORT: The report is on file.

CORRESPONDENCE AND GIFTS: A request was received from Valerie Simon to do set up a one day Alex's Lemonade Stand as a fundraiser for the group to combat childhood cancer. Ms. Bakos will check with the Town to find if the insurance will cover this front lawn activity.

BOARD REPORTS: Ms. Buthe and Ms. Bakos will attend State Library-sponsored Strategic Planning Workshops on April 5th and May 24th at the Clark Public Library.

CITIZEN HEARING ON AGENDA ITEMS: No one spoke.

DIRECTOR'S REPORT:

Circulation – the report is on file.

Building and Grounds –Several parking lot potholes have been filled in by the DPW. A section of detached leader was reattached to a rain gutter. A large tree limb that damaged a section of our fence and fell into the neighbor's yard was removed by the DPW. The Township engineer and the zoning official will attempt to determine who the tree belongs and whether it should be removed.

Other- The St. Patrick at the Mardi-Gras Concert on March 13 was a spirited event with 82 audience members of all ages singing along and dancing in the aisles. An eye-catching display by the Relay for Life committee called public attention to this successful event. Harper Collins publishers will be limiting library access to their e-books to 26 circulations per title.

Environmental Commission- The Environmental Commission and the library are working together on a series of Green Workshops for April for children and adults.

Building- An Eagle Scout candidate has discussed doing a basic refurbishment of the Meeting Room as his project. Removal of the divider shelves, installation of sheetrock, possible boxing-in of a column and painting the ceiling are among the improvements being considered for the 100 hour project.

Ms. Bakos will speak at the Seniors Club next Tuesday.

Foundation – The Foundation is working on a fundraising campaign for Meeting Room chair and table replacement. The next meeting is scheduled for April 18, 2011 at 7:30pm. After discussion it was decided that the Director will ask future donors to consider making their donations to the Foundation.

Ms. Bakos thanked Hope Danzis, Karin Miller and Naomi Rizzuti for attending the last Town Council meeting.

MAYOR'S REPORT: No report.

OLD BUSINESS:

Technology Plan- Ms. Bakos asked that Board members read and be ready to discuss the plan which was distributed in February. It will be sent to Board members by email for discussion at the next meeting.

NEW BUSINESS:

Pay-to-Play (Recorded Book, Ingram Library Services, TLC) - 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. A legal notice will be placed in the Courier News.

Sheila Buthe asked that Marketing be placed on future agendas and suggested that the Director should meet with Department Heads for more marketing ideas.

PUBLIC HEARING: No one spoke.

EXECUTIVE SESSION: Not needed.

ADJOURNMENT: Hope Danzis made a motion to adjourn at 8:15 PM and all agreed.

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR *LIBRARY MATERIALS*

WHEREAS, the Board of Trustees of the Free Public Library of Berkeley Heights has a need to acquire specialized library services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will be more than \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, The Library Corporation will provide technology and automation services for an amount not to exceed \$ 40,000; and

WHEREAS, The Library Corporation has completed and submitted a Business Entity Disclosure Certification which certifies that The Library Corporation has not made any reportable contributions to a political or candidate committee in the Township of Berkeley Heights in the previous one year, and that the contract will prohibit The Library Corporation from making any reportable contributions through the term of the contract, and

WHEREAS, necessary funds have been allocated in the 2011 budget of the Free Public Library of Berkeley Heights;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Free Public Library of Berkeley Heights authorizes the Library Director to enter into a contract with The Library Corporation as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

BE IT FURTHER RESOLVED that notice of this Award of Non-Fair and Open Contract will be advertised in the Courier News.

March 14, 2011

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR *LIBRARY MATERIALS*

WHEREAS, the Board of Trustees of the Free Public Library of Berkeley Heights has a need to acquire books and other library materials as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will be more than \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Ingram Library Services will provide books and other library materials for an amount not to exceed \$125,000; and

WHEREAS, Ingram Library Services has completed and submitted a Business Entity Disclosure Certification which certifies that Ingram Library Services has not made any reportable contributions to a political or candidate committee in the Township of Berkeley Heights in the previous one year, and that the contract will prohibit Ingram Library Services from making any reportable contributions through the term of the contract, and

WHEREAS, necessary funds have been allocated in the 2011 budget of the Free Public Library of Berkeley Heights;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Free Public Library of Berkeley Heights authorizes the Library Director to enter into a contract with Ingram Library Services as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

BE IT FURTHER RESOLVED that notice of this Award of Non-Fair and Open Contract will be advertised in the Courier News.

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WHEREAS, the Library Director has determined and certified in writing that the value of the acquisition will be more than \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Recorded Books, LLC will provide audio format library materials for an amount not to exceed \$50,000; and

WHEREAS, Recorded Books, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Recorded Books, LLC has not made any reportable contributions to a political or candidate committee in the Township of Berkeley Heights in the previous one year, and that the contract will prohibit Recorded Books, LLC from making any reportable contributions through the term of the contract, and

WHEREAS, necessary funds have been allocated in the 2011 budget of the Free Public Library of Berkeley Heights;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Free Public Library of Berkeley Heights authorizes the Library Director to enter into a contract with Recorded Books, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. and,

BE IT FURTHER RESOLVED that notice of this Award of Non-Fair and Open Contract will be advertised in the Courier News.