

Free Public Library of Berkeley Heights
Board of Trustees
December 9, 2019
Prepared: December 11, 2019
Approved: January 6, 2020

Adequate notice of this meeting has been provided by posting same on the bulletin board at Town Hall and forwarding notice to the Star Ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

The meeting was called to order by Bunyaner at 7:00 PM.

PRESENT: Ann Bunyaner, Linda Nessenson, Donna Boyd, Diane O'Halloran, Superintendent's Alternate Diane Azalone.

ABSENT: Sheila Buthe, Mayor's Alternate Kevin Hall

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

SECRETARY'S REPORT – Diane Azalone asked that the spelling of her name be corrected. Bunyaner motioned that the minutes of November 11, 2019 be accepted as corrected. Nessenson seconded the motion and it passed with Bunyaner abstaining. Bunyaner made a motion to void blank checks #8491 and # 8492. Nessenson seconded the motion and all agreed.

TREASURER'S REPORT – Bakos reported that the third quarter payment of \$75,000 was received from the Town. The fourth quarter check should be signed at the next Council meeting. Bunyaner motioned to accept the Treasurer's Report. Nessenson seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS- Nan and Fred Voss gifted the Library with \$1,000.

BOARD UPDATES- MUF Fall Meeting was held on Nov 12th. No BHPL representatives attended the meeting.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

DIRECTOR'S REPORT-

Circulation – Circulation of downloadables rose by over 400 while print materials showed a slight decrease. The Italian Language Conversation group is now meeting weekly. Weeding is ongoing.

Building and Grounds – The furnace, radiators and thermostats were serviced, following a day of no heat.

Two rainy day ceiling drips have opened in a nonpublic area.

Other – Nothing to report

LIAISON'S REPORT- No report

BOARD REPORTS-

Facilities – Nessenson reported that the Facilities Committee met with the Town, EPIC and MAST to discuss the estimated labor costs, categories and time estimates. The estimates related to electrical installation were reduced by \$17,000. Charges for changes to the storefront wall in the Children's Room rose by about \$200.

Presentation of change orders approved by the Library should take place at the next Council meeting. An email sent to the Town by the Library's attorney concerning an amendment to the transition agreement was discussed.

Bunyaner reported that the Town requested that the Meeting Room chairs be purchased by the Town from the Town's vendor. The purchase price should not be greater than the amount budgeted by the Library. The Library will purchase the tables for the Meeting Room from the Library's vendor.

Bakos reported that the Town has recently taken a survey of departmental needs focusing on security for the Municipal Center. The need for interior signage was briefly discussed. Stuart Fife, of Library Interiors, has submitted a timeline for ordering and storage of furniture. The designer from Library Interiors will meet with the committee in early January. Bakos will contact Fife about the recommended time to meet again with the architect.

Strategic Plan- The plan was approved in October.

Marketing- Boyd reported that she, Buthe and Bakos met with the Clear Point representative who will present a selection of marketing and logo designs. The committee will meet with a website designer next week.

Foundation – O'Halloran reported that The Foundation is now present on the Town's website. A January event is being planned, and a Grand Opening reception is under discussion. The next meeting will be on January 19th.

NEW BUSINESS-

Preliminary 2020 Budget discussion - Bakos addressed the need to restore a fulltime professional position and one part time position. Social media, website, and Teen services responsibilities can be attached to these positions. Before a 2020 Budget can be prepared, more information is needed from the town, such as estimates for shared utility and maintenance costs for the new site. The need for an additional fulltime professional and a part time employee with responsibilities for Teen Services and social media communications was discussed.

2020 Board Meeting dates and Holidays – Bunyaner motioned to approve the 2020 Board Meeting dates and Holiday Schedule. Nessenson seconded the motion; Boyd and O'Halloran agreed and the motion passed. (Attached) The next meeting will be on Monday, January 6th.

Pay-to-Play 2020 Determination of Value Pay to Play Determination of Value resolutions were read by Bunyaner(Attached) Bunyaner motioned to accept the Determination of Value for The Library Corporation (The amount spent will be more than \$17,500 and will not exceed \$27,500); OverDrive (The amount spent will be more than \$17,500 and will not exceed \$25,000); Ingram Library Services (The amount spent will be more than \$17,500 and will not exceed \$95,000); Unicom Solutions Group (now HBK IT) (The amount spent will not be more than \$17,500 and will not exceed \$30,000) ; and Hoopla. (The amount spent will be more than \$17,500 and will not exceed \$21,500). Nessenson seconded the motion and it passed unanimously.

OLD BUSINESS- None

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- Not necessary.

ADJOURNMENT- Bunyaner motioned to adjourn at 8:14 pm. Nessenson seconded the motion and it passed unanimously.

The December 9th meeting took place in the CAC, 345 Plainfield Avenue