

BOARD OF TRUSTEES Free Public Library of Berkeley Heights  
March 20, 2017  
Prepared: March 21, 2017  
Approved: 4/17/2017 as amended

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This meeting had been scheduled for Monday, March 13, 2017. Adequate notice of this date change has been forwarded to the Star Ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act. It has also been posted on the bulletin board at the Library and Town Hall.

The meeting was called to order by Sheila Buthe at 7:30 PM.

PRESENT: Judith Rattner, Linda Nessenson, Naomi Rizzuti, Raquel Fruchter, Sheila Buthe, Donna Boyd.

ABSENT: Mayor Robert Woodruff.

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

SECRETARY'S REPORT: Jan 2017, Feb 2017; Exec Session 8/15, 9/15, 10/15, 11/15; Exec Session 1/16, 3/16, 5/16, 10/16, 12/16.

Void checks 7370 and 7373

Nessenson moved to approve the Secretary's Report for January 16, 2017. Buthe seconded the motion and Boyd approved. Buthe, Fruchter and Nessenson, Rizzuti and Boyd. Rattner abstained.

Nessenson moved to accept the minutes for February 13, 2017. Buthe seconded the motion; Nessenson, Rizzuti, Fruchter, Buthe and Boyd approved and Rattner abstained.

Nessenson moved to accept the Executive Session Minutes for August 10, 2015, seconded by Fruchter .

Nessenson, Fruchter, and Buthe approved. Rattner, Rizzuti and Boyd abstained.

Nessenson moved to accept the Executive Minutes for September 21, 2015; Rizzuti seconded the motion. Buthe, Nessenson and Rizzuti approved. Rattner, Boyd and Fruchter abstained.

Nessenson moved to accept the Executive Session Minutes of October 19, 2017 and Buthe seconded the motion and Nessenson, Rizzuti and Buthe agreed. Rattner, Boyd and Fruchter abstained

Nessenson moved to accept the Executive Session Minutes of November 9, 2017. Rizzuti seconded the motion and Nessenson, Rizzuti and Buthe approved. Rattner, Boyd and Fruchter abstained.

Nessenson moved to accept the Executive Session Minutes of January 18, 2016. Buthe seconded the motion and Nessenson, Rizzuti and Buthe approved. Rattner, Boyd and Fruchter abstained.

Fruchter moved to accept the Executive Session Minutes of March 14, 2016. Nessenson seconded and Buthe, Nessenson, Rizzuti and Fruchter approved. Rattner and Boyd abstained.

Nessenson moved to accept the Executive Session Minutes of May 9, 2016. Buthe seconded the motion.

Nessenson, Fruchter, Rizzuti and Buthe approved; Rattner and Boyd abstained.

Nessenson moved to accept the Executive Session Minutes of October 10, 2016. Fruchter seconded the motion.

Nessenson, Fruchter, Rizzuti and Buthe approved. Boyd and Rattner abstained.

Nessenson moved to accept the Executive Session Minutes of December 12, 2016. Rattner seconded the motion.

Nessenson, Rizzuti, Rattner, Buthe and Boyd approved. Fruchter abstained.

Sheila Buthe made a motion to void checks 7370 and 7373. Linda Nessenson seconded the motion and all approved.

TREASURER'S REPORT: The reports for January 2017 and February 2017 were placed on file. The final payment for 2016 was received from the town in February.

CORRESPONDENCE AND GIFTS: Donations in memory of Rena Birnbaum will be used will be used for a special purchase in the future.

Harbor Consultants will welcome input from anyone with suggestions for the Master Plan.

**BOARD REPORTS:** May 19<sup>th</sup> Lucc Legislative Breakfast in Cranford; MUF dinner- Board members who wish to attend the Thursday, May 4<sup>th</sup> MUF dinner at the Bernardsville Library, should let Bakos know by April 24<sup>th</sup> .

**CITIZEN HEARING ON AGENDA ITEMS:** Tom Maciejewski (40 Ralph Place) asked when the Executive Minutes from 2017 will be available. Ms. Bakos said that the 2017 Executive Minutes will be presented for approval in either April or May. Brief discussion if members of the public should give home address.

**DIRECTOR'S REPORT:**

Circulation – January 2017, February 2017 – reports were distributed

Building and Grounds- The DPW was late in clearing the entries, fire escape and meeting room exit on the day after the snow storm, causing a delayed opening. The snow removal was completed in the afternoon.

Other – Bakos said that she had not spoken with the mayor about sending an alternate to Board meetings.

Foundation – No report.

Marketing - No report.

**LIAISON'S REPORT:** No report.

**OLD BUSINESS:** None to report

**NEW BUSINESS:**

Policy for video recording meetings- A draft policy was distributed to be discussed at the next meeting.

Maximum – Minimum Salary Ranges – Bakos submitted the updated salary ranges. After discussion Nessenson moved that the salary ranges be accepted. Fruchter seconded the motion and it passed unanimously.

Bakos asked that the staff receive a 2% increase. After short discussion, Buthe moved to raise staff salaries (with the exception of library pages) by 2% retroactive to January 1, 2017, Nessenson seconded the motion and it passed unanimously.

Cleaning Contract – Three companies submitted estimates for cleaning, with Clean Net, the current cleaner as the lowest estimate. After discussion, Nessenson made a motion that the library continue with CleanNet, Boyd seconded and the motion passed unanimously.

**PUBLIC HEARING:** Tom Maciejewski asked if the Mayor is still a member of the Library Board, had he ever attended a meeting and has he appointed a representative? (Response – The Mayor is a member of the Library Board by law. He has not regularly attended meetings, and has not appointed a representative. How did the last Executive Session come about? (Response – Mutual need for discussion) Where did the taping policy come from and when will it be available/ (Response – from the Attorney, will be discussed in April)

**EXECUTIVE SESSION:** Buthe made a motion to go into Executive Session and read the Resolution for facility contract negotiations/new municipal complex. Rattner seconded the motion and it passed unanimously at 8:20 pm.

Rattner made a motion to come out of Executive session at 9:00 pm, Sheila Nessenson seconded the motion and it passed unanimously. Sheila Buthe appointed L. Nessenson and R. Fruchter to continue gathering negotiations information and report back in April. D. Boyd will serve as an alternate.

**Adjournment:** Rattner made a motion to adjourn; Fruchter seconded the motion and all agreed. The meeting adjourned at 9:02 PM.