

BOARD OF TRUSTEES Free Public Library of Berkeley Heights

November 14, 2022

Prepared: November 17, 2022

Approved: as amended December 12, 2022

This was contained on a list of meetings approved on December 13, 2021. Advance notice has been advertised in the Courier News, Star Ledger, and BHPL's Website and forwarded to TAPinto Berkeley Heights, and the Clerk's Office.

The meeting was called to order by Donna Boyd at 7:10 PM.

PRESENT: Donna Boyd, Ann Bunyaner, Linda Nessenson, Diane O'Halloran, Sheila Buthe

ABSENT: Superintendent's Alternate Diane Azalone, Mayor's Alternative Kevin Hall

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

GUEST- Eileen Palmer of LMxAC, made a presentation about the benefits of joining the consortium of 37 libraries in Union, Middlesex and Monmouth counties and Middlesex College.

After the presentation Boyd asked that a side-by-side comparison of the LMxAC and MAIN services be prepared.

SECRETARY'S REPORT – O'Halloran asked for a correction to the spelling of "Liza" in the Secretary's Report. Boyd asked that the spelling of "and" be corrected in the last sentence of Treasurer's Report.

Boyd called for a motion to accept the October 10, 2022 Minutes as corrected. Bunyaner so moved, Nessenson seconded the motion and the motion passed with Buthe abstaining.

TREASURER'S REPORT-

Year-to-Date expenses- Bakos said that it has come to her attention that some bills intended for the Library have been delivered to the Town and have not been forwarded in a timely fashion. Nessenson suggested that Boyd write a letter to Liza Vianna stating that the Board would like to pay outstanding utility bills at the December meeting so that they are part of the 2022 budget. Boyd called for a motion to request the bills for payment. Bunyaner so moved, Nessenson seconded the motion, and the motion passed.

Preliminary Transfer Calculation Form- Nessenson reviewed the Transfer Calculation Form (attached), with updated figures that show there are no excess funds to be returned. It is not necessary to send the calculation sheet to the State Library.

2021 Audit- Nessenson noted an error on p.8 A.1 Salary and Wages, where an incorrect number was used for Salary and Wages. Also the distribution is incorrect as listed under A.2 Salary and Wages. Bakos asked that Nessenson send her this information to be forwarded to the auditor. Approval of the Audit was tabled.

Boyd called for a motion to approve the financial worksheet. Buthe so moved. Bunyaner seconded the motion and it passed unanimously.

Boyd called for a motion to approve the November Bills List. Nessenson so moved. Buthe seconded the motion and it passed unanimously.

CORRESPONDENCE AND GIFTS – None to report.

PUBLIC COMMENT – No public present

DIRECTOR'S REPORT

Circulation- Bakos said there has been a new demand for Large Print and non-fiction audio books. The audience for DVDs is mostly older adults while circulation of children's DVDs is declining.

Bakos said that The African Queens program, arranged by the mayor and council, was a success combining historic portrayals with music, dance and group participation.

Library of Things- Bakos has been searching for durable and affordable, child safe items for the future collection.

LIAISON REPORTS- No Liaisons were present

BOARD REPORTS

Facilities Report – Bakos suggested purchase of an additional metal cabinet that could be used to store Library of Things items in the Creative Space and will contact Library Interiors for a quote. Bakos will again contact Ajay about the IP address for the entry door monitor. No recent leaks have been detected.

Marketing- update - See Dori Dowling's report

Strategic Plan Committee- update- The target date for a Stake Holders Focus Group will be moved to January.

NEW BUSINESS- Bakos reported that John Borge and Dan Gordon are discussing options for refurbishment of the old metal Library sign after the location is chosen.

OLD BUSINESS- None

EXECUTIVE SESSION- as necessary – No session needed.

ADJOURNMENT- There being no further business, Boyd called for a motion to adjourn. Bunyaner so moved, Nessenson seconded the motion seconded the motion and all agreed. The meeting adjourned at 8:55 pm.