

Minutes of the Bernardsville Library Board of Trustees Regular Meeting June 15, 2021

Attendance: Board members John Bertoni, Rich Diegnan, Mark Krook, Skip Orza, Terry Thompson, Christine Zamarra, and Amy DeMilt were present at the meeting. Alexandria Arnold, Executive Director, Bernardsville Public Library, Nancy Verduin, Leslie Brown-Witt, Tom Czerniecki, Bernardsville Borough Administrator and Library staff members Jill Hackett and Laura Cole were also present.

Not Present: Lucy Orfan, Gretchen Dempsey

President John Bertoni called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. and read the Open Meeting Notice as follows:

- In accordance with the Open Public Meetings Act (N.J.S.A. 10:4-8 *et seq.*), 1975, written notice of this regular meetings has been sent to the following newspapers: *The Bernardsville News*, the *Courier News*, and the *Star Ledger*. Written notice has also been sent to the Borough Clerk, posted on the Library web page, and posted on the principal entrance to the door of the Library. The meeting will be conducted by in person, at the Library Community Room and the public has been invited to participate, and told how to participate, in the notices in the Library web site and the principal entrance door.
- The agenda and documents to be discussed at this meeting are available for review on the Library’s web site, <https://bernardsvilleLibrary.org/home/board> for June 15, 2021.
- They are also at the Library’s circulation desk on Monday, June 14, and Tuesday June 15, during regular Library hours.
- Members of the public are invited to comment either during the public comment period of the meetings or by submitting written or emailed comments in advance of the meeting. All commenters should identify themselves by name and address.

The notice was followed by roll call.

Pledge of Allegiance

Bernardsville Borough Administrator Tom Czerniecki, introduced himself, as a partner and resource to the Board. Mr. Czerniecki includes Ms. Arnold as part of his team and works very closely with the Library Director. There is a Borough project plan in place for strategic planning running parallel with Library’s strategic planning.

Approval of Minutes: Amy DeMilt indicated an edit to the proposed minutes; further discussion as to any amendments. Amy DeMilt moved to submit the May meeting minutes as amended for approval, the motion was seconded by John Bertoni, and the minutes were approved unanimously.

Director’s Report: In addition to the items mentioned in her report, Ms. Arnold presented highlights from and additions to her report, as follows:

Emails were circulated updating post-COVID changes, chairs, and signage. Among the updates: library “grab and go” no longer necessary; the book sale was re-established; the Library staff no longer requires daily extensive health checks defaulting to daily summary health checks. Presently the Community Room is not scheduling but taking statements of interest for future engagements.

The rain water leaking by the Community Room continues and needs to be solved. Laura Cole has been working with John McDowell from the Borough. The gutters have been cleaned to no avail with leakage occurring on the next storm. Several suggestions were discussed including snaking the gutters, regrading grounds, and contacting the landscape architect to offer solutions.

There has been a 26% uptick on items circulated from other libraries, and 74% uptick in patrons last week perhaps due to the primary elections.

Consistent with the move to MAIN, the statistic reports will be updated to reflect consortium items and requests.

Treasurer’s Report: Mr. Krook reviewed the Treasurer’s report. Mr. Krook noted two items to call attention: the next installment from the Borough has been received, also the second to last bill in the new bills for approval – the MAIN assessment bill is the second of two installments paid and has been budgeted.

A motion was made by Mr. Krook to amend the budget as is to reflect an additional 2% on the 2% for increase in raises. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from 6/1/2021 to 6/15/2021 and to ratify the payment of bills received and paid from 5/19/2021 to 5/31/21. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: Next meeting June 17, 2021; long term strategic financial planning including Reid estate.

Personnel: No meeting.

Policy: Lucy Orfan was not present this evening. Prior to the meeting Ms. Orfan suggested a motion to be made on behalf of the Policy Committee that would impact the Long Standing Library Policies which had been revised as a result of COVID State Guidelines. A motion was made by Ms. DeMilt to abolish the recent provision which banned patrons from bringing drinks into the Library and to allow patrons to have covered drinks while in the library. Mr. Diegnan seconded, and the motion was approved unanimously.

Planning: The Planning Committee is weighing having a professional survey conducted with respect to Planning considerations. One option would be to have a larger group surveyed for planning including targeting some traditionally underrepresented groups such as youth patrons. Presently in information gathering stage with a target towards end of October for the survey.

PUBLIC PARTICIPATION:

Friends of the Bernardsville Public Library: Nancy Verduin, for the Friends, reported that the Friends has two new board members: Elizabeth Gray who may be able to provide some finance leadership given her background and Ally Gunderson who recently moved to town. Anticipated both new members will be joining the Friend in July

The Friends is actively looking at September ice creams social, movies, Sundays at 3; also upcoming the National Friends Library week (October). The Friends is still considering a program for volunteers but may try to do something more extensive for the staff and wait until next year on volunteers.

The Friends Campaign letter is currently being drafted.

Bernardsville Library Foundation: Leslie Brown-Witt for the Foundation reported. The endowment is doing well. The Foundation's appeal letter is at the printer and should be mailed the week of June 21. Their new system is almost geared up to identify overlooked potential donors.

The Foundation will be doing the "Non Event" again this year with an expanded silent auction of 20-25 items (increase from 15 items last year). The Foundation will be soliciting a donation from the Board. There will also be a wine pull and mystery bags will be available for sale at the Library in conjunction with the Non Event. Ms. Thompson suggested there may be a need for a license application for a raffle.

Communications: Ms. Arnold indicated receipt of another donation in memory of Jerry Fischer. Youth Services Library Associate Marianne Gonzalez developed the Safari Program held in May 2021, which kicked off our post-pandemic youth programming, and the Bernardsville News had a very nice article on the reopening.

Unfinished Business: None

New Business:

- Approval of non-fair and open contracts of Dublin Maintenance Contractors. Will be tabled for the next meeting.
- Ms. Zamarra indicated that we can apply for the NJ DMV Mobile Office to come to town setting up in the Library parking lot. There are three possible dates available until November. Ms. Zamarra will monitor and provide updates.

At 6:22 p.m. the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary