Minutes of the Bernardsville Library Board of Trustees Regular Meeting
April 19, 2022 By ZOOM

Attendance: Board members John Bortoni, Rich Diegnan, Terry Thompson, Jena McCredie, Nancy Verduin, Mark Krook, Gretchen Dempsey and Amy DeMilt were present at the meeting. Alexandria Arnold, Executive Director, Bernardsville Public Library and Library staff members Laura Cole and Jill Hackett were also present.

Not Present: Skip Orza

President Bortoni 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 meeting 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 door of the Library. The meeting will be conducted by Zoom, and the public has been invited to participate, and told how to participate, via Zoom or telephone in the notices.
- The agenda and documents to be discussed at this meeting are available for review in advance of today's meeting on the Library's website, https://bernardsvillelibrary.org/home/board and also at the Library's circulation desk during regular library hours.
- Members of the public are invited to comment either during the public comment period of the meeting or by submitting written or emailed comments in advance of the meeting. All commenters should identify themselves by name and street address.

Roll Call

Disposition of Minutes of Previous Meeting: Ms. DeMilt asked for any comments or edits with respect to the March Board of Trustees meeting minutes. Ms. Thompson suggested several edits. Ms. DeMilt moved that the March 15, 2022 meeting minutes, as amended, be approved. Mr. Bortoni seconded the motion, and the minutes were approved.

Director’s Report: In addition to the items mentioned in her report, Ms. Arnold presented the following:

Door Project: The Borough approved ADS Door Systems, LLC initially for the project, additional administrative items need to be completed by the vendor. ADS Door Systems, LLC is currently working to complete onboarding for vendors.

Survey: Ms. Arnold indicated that she wanted to ensure that the strategic survey was heard and reviewed and several action items are in place as a result. The current newsletter will have focused Questions and Answers for several of the comments in the survey. The Library organized a
“treasure hunt” to gather, identify and spotlight some of the responses to the inquiries. Finally, there was a surprising number of folks recommending the Library to procure “Libby” for its eBook vendor, which by chance was also recommended by the Consortium. The Library is actively working on a marketing strategy for Libby.

Treasurer’s Report: In addition to the items in the Treasurer’s report, Mr. Krook submitted the following:

- 1/3 of way through the year and the Library is on track with the Budget, which remains in draft pending Borough approval.

- A call out for PayPal on the report with respect to new lines on income: PayPal transaction income/expenses now has two new lines to indicate usage of PayPal for payment of fees. As noted payments were set by the Board previously and there will be differing lines on expenses/income since there is a facilitation payment to PayPal for the fines taken in as income, slightly more on expense verses income.

Action on Bills: Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from 3/15/22 to 4/19/22 and to ratify the payment of bills received and paid from 2/15/22 to 3/15/22. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: No meeting. Mr. Krook stated that on April 21, 2022 Ms. Arnold and Mr. Krook will be meeting with the Borough with respect to the 2022 Budget and will discuss 2022 plans. One item to note: the original budget submitted to the Borough had 2% raises for Library personnel, we have been made aware that the Borough employees were granted 3% raises. We should strongly consider that if Borough approved 3%, Library personnel should also be receiving 3%. This would result in an additional expense of $5800 – this issue will be discussed in Committee and at the May meeting. General discussion was held, the increase to 3% was due to the rate of inflation, any increase above 2%, if approved, would be retroactive to the first day of the calendar year.

Personnel: No meeting.

Policy: No meeting.

Planning: No meeting. The meeting was postponed due to IT issues. Ms. Verduin asked if she could share the strategic survey results with FBPL at their next meeting; it was agreed that this would be appropriate. Ms. Verduin also indicated she would like bridge a collaborative effort with the Library and the Downtown Bernardsville planning committee where appropriate. Discussion was held that it would be appropriate to pursue, however there should be bright lines with respect to resource allocation and commitments to the same. Ms. Verduin also inquired as to whether focus groups were on the horizon to follow up with Survey results, this remains an open issue for later discussion per Ms. Thompson.
PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Nancy Verduin reported that the FBPL did not meet. Their next meeting will stress what to do to invigorate the movies, review concerts employee appreciation and be focused on some of core areas and mission of FBPL.

Mr. Bertoni inquired as to protocol for newcomers to town. Ms. Verduin indicated FBPL does reach out to new folks providing introduction and current Library offerings. Mr. Diegnan suggesting looking into other offerings to attract newcomers. FBPL will follow up with Ms. Arnold.

Bernardsville Library Foundation: Leslie Brown-Witt for the Foundation reported via email:

- Tom Stiff, the Foundation's Secretary has resigned from the Board.
- The Appeal Letter is done and early May is targeted for mailing.
- April 6th was Library Giving Day, and $3870 was received by the Endowment.
- With the Endowment Fidelity fund subject to market cycles, the Foundation Treasurer has asked for a Financial Committee meeting with outside investment advisors to discuss if the investments are appropriate. This meeting will be held in May.
- An Endowment meeting was held and the Foundation members have re-committed their pledges to the endowment of $31,955. Donna Meade, who was working on the Endowment, has resigned from the Board.
- The major event for fall will be virtual; the wine vendors are prohibited from serving in public due to COVID velocity, the Board cannot commit guaranteed 125 for an in person event.
- Most committee positions have been assigned and the first steering committee meeting will be early June. Target mailing of invitations: 2nd week of September with a closing by November 7th.
- The final paper for the Foundation's gaming permit has been submitted.
- The Foundation has new Instagram and FaceBook pages and new website linked to the Library web site: www.bernardsvillelibraryfoundation.org.

COMMUNICATIONS: Nothing. Ms. Arnold indicated the Library has received a couple of monetary donations for the History Room in memory of former employee Ann Breault.

Ms. Thompson indicated that all the Board members have received an invitation for a memorial for Jerry Fischer on 4/30, an emailed response was requested and Ms. Thompson provided the email address.

UNFINISHED BUSINESS:

- None
NEW BUSINESS:
Approvals for Non-Fair and Open Contracts for Baker & Taylor and Dublin Maintenance
Mr. Bertoni moved for the approval of the Non-Fair and Open Contracts for Baker & Taylor
and Dublin Maintenance, Ms. Thompson seconded the motion, which was then passed by
unanimous roll call vote.

At 6:15 pm, the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary