Minutes of the Bernardsville Library Board of Trustees Regular Meeting

Via Zoom

July 19, 2022

Attendance: Board members John Bertoni, Rich Diegnan, Gretchen Dempsey, Terry Thompson, Jena McCredie, Nancy Verduin, Skip Orza and Amy DeMilt were present at the meeting. Leslie Brown-Witt, Bernardsville Library Foundation, Susan Calantone, Interim Library Director, Bernardsville Public Library and staff member(s) Jill Hackett, Laura Cole were also present.

Not Present: Mark Krook

President Bertoni called the Board of Trustees (“Board”) meeting to order at 5:31 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: The May 17, 2022 Board meeting minutes had been approved by an emergency quorum session of the Board on June 13, 2022. The minutes of the June 13, 2022 meeting were read. A motion was made by Ms. Thompson to accept the minutes of minutes of the June 13, 2022 meeting, President Bertoni seconded the motion, and the minutes of the meeting of the June meeting approving the May 17, 2022 Board meeting minutes were approved.

Director’s Report: In addition to the items mentioned in her report, Ms. Calantone presented the following:
- Ms. Calantone expressed her pleasure working with former Executive Director Arnold.
- Ms. Calantone drafted employee goals that may be helpful in the future.
- Laure Cole has returned from leave.
- New phones have been installed.
- The Red Cross Blood Drive was successful.
• The Summer reading program has been successful.
• The Library plans to participate in National Night upcoming in August.
• The Friends donated give-away bags and each bag given out will have an annual fund donation slip.
• Some change orders are anticipated on the Door Project; the change orders are to be completed in Fall 2022.
• In response to questions from the Board, Ms. Calantone indicated the following: the Library did receive a timely JCP&L bill; with respect to the recent vandalism on the patio, Ms. Calantone indicated since the Library is a municipal building she will send an inquiry to town as to how to proceed and perhaps premises monitoring should be considered; electronic payments going fine.

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

• We are just past the half-way point on the year and tracking well within our budget.
• The first of three installments of $20K from the Foundation has been from the Foundation. Ms. Brown-Witt will ask for approval for the full $60K at the July Foundation meeting.
• The Computer and Other Technology line is now showing more than 100% YTD spend and will do so for the remainder of the year, eventually resulting in an overbudget spend. This is due to the phone system ($15K, all of which has now been paid) being charged to this line. The line item overspend will be covered at the end of the year by transferring money from our general operating account. Recall that the phone system was approved and agreed to be paid for by the unused Consortium Reserves monies ($23.5K). The Consortium Reserves account was closed out and the remaining funds moved into general operating, thus that balance is still funding the new phone system.

**Action on Bills:** Mr. Bertoni moved to approve the Treasurer’s Report, to pay the new bills received from 5/18/22 to 7/19/22 and to ratify the payment of bills received and paid from 4/20/22 to 5/17/22. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

**COMMITTEE REPORTS:**

**Finance:** No meeting.

**Personnel:** No meeting.

**Policy:** No meeting.

**Planning:** No meeting.

**PUBLIC PARTICIPATION OR COMMENTS:**
Friends of the Bernardsville Public Library: Nancy Verduin reported on behalf of FBPL, no meeting was held in July. A Senior Breakfast is planned for September, FBPL will be participating in Scarecrow stroll, as well as National Library week in October. The Friends will conduct some polling on fundraising and Golf.

Bernardsville Library Foundation: Leslie Brown-Witt for the Foundation reported $20k will be delivered this week and the remaining $40k will be asked delivery at the July meeting; the entire $60k had been approved prior. The Appeal letter went out the 1st of June, it was lacking a second page, additionally there was a problem with the mail merge. These complications present considerable issues given that the Appeal is the largest fundraiser with $43,500 targeted for this year. Ms. Brown-Witt hopes these issues will be resolved quickly. The Non-Event invitations are targeted for mid-September. The Foundation is seeking donations of online items as well as financial donations. Last year The Board donated $350, it is requested a like donation for this year.

The Investment Committee met twice to discuss fund management there has been a recommendation from the Finance Committee to request active management of funds.

COMMUNICATIONS: None

UNFINISHED BUSINESS:
• None

NEW BUSINESS:
• None

At 6:00 p.m., the public session of the meeting was adjourned, and the Board initiated an Executive Session.

At 7:03 p.m. President Bertoni made a motion to reengage the Board of Trustees back to a public session meeting, the motion was seconded and the public session was again engaged. All Board of Trustee members were present.

A motion was made by President Bertoni for the Library to assume partial payment(s) for dependent health care insurance and dental expense coverage for full time employees – partial payment percentages would be paid according to the same scale offered to individual employees. The motion was seconded by Ms. Verduin, and it was then passed by unanimous roll call vote.

At 7:04 p.m. the meeting was adjourned.

Respectfully submitted,

Amy DeMilt, Secretary