Minutes of the Bernardsville Library Board of Trustees Regular Meeting
October 18, 2022

Attendance: Board members John Bertoni, Rich Diegnan, Mark Krook, Terry Thompson, Jena McCredie, Nancy Verduin, and Skip Orza, were present at the meeting. Susan Calantone, Interim Library Director, Bernardsville Public Library and staff members, Jill Hackett and Laura Cole were also present as was Mary Fran Daley, a member of the public.

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 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

Pledge of Allegiance

Disposition of Minutes of Previous Meeting: A motion was made by Mr. Bertoni to accept the minutes of the September 19, 2022, Board meeting, Ms. Verduin seconded the motion, and the minutes were approved unanimously.

Director's Report: In addition to the items mentioned in her report, Ms. Calantone presented the following with respect to the Library:

- Staff professional development day 9/29 focused on increasing staff knowledge of working with MAIN and team building
- Bathroom Project: Doug Walker continues to provide needed support. Susan asked for 2 or 3 board members to participate in the selection of materials. Mr. Diegnan and Mrs. Verduin volunteered.
- Suggested that the new director and Personnel Committee work to update the Personnel Manual.
- The Budget draft will be completed for review at the November meeting.
**Treasurer's Report:** In addition to the items in the Treasurer's report, Mr. Krook submitted the following:

- We are just past the 3/4 point on the year and tracking 68% within our budget which projects to be on track
- The Foundation has approved the remaining $40,000 for the operating budget.

**Action on Bills:** Mr. Bertoni moved to approve the Treasurer's Report, to pay the new bills received from 8/20/22 to 9/19/22 and to ratify the payment of bills received and paid from 6/18/22 to 8/19/22. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

**COMMITTEE REPORTS:**

**Finance:** No meeting. Working with library personnel on the draft budget.

**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, the senior breakfast was held with 40 attendees and 65 people attended the Re-Live the Beatles concert. FBPL Mini-Golf themed scarecrow is on display as part of the Downtown Bernardsville Scarecrow Stroll. Navesink Brass has been signed up for a December concert. The campaign letter is at the printer with a target mail date of mid-November.

**Bernardsville Library Foundation:** Leslie Brown-Witt for the Foundation provided a written update, which was read by Board President, Mr. Bertoni:

Finances: The appeal letter, which was mailed to our 725 donors in our Boomerange system on Aug 18th has helped to bump up the donations to $29,448 and with the committed $5,000 in matching funds, brings us to $34,448. Our plan is $43.5...so we still have a WAYS TO GO If the Library needs funds from the Foundation, the balance of $40,000 has been approved by the board, let me know what you need via email. Finance committee will meet on Oct 27th to work on the 2023 budget.

Investment Committee: As approved by the committee, $233,000 in cash was put into a non-restrictive 2.59% mutual fund until we decide on the institution to manage the endowment fund (Value $447.5). Four requests for proposals to manage the fund, were sent to Fidelity,
Peapack-Gladstone Bank, Community Foundation and Regent Atlantic with a response deadline of last Friday. To be reviewed.

Fund Raising...The invitations were a month late in going out due to issues with the print shop. We need all of you to support our 50/50 and Auction which can be reached through www.Bernardsvillelibraryfoundation.org. Many great Xmas gifts on there: sports, golf, wine and trips..The 50/50 tickets will also be sold at the Library and Farmer's Market. The Mystery Bags are almost gone, but still some there for you all to buy!

Please go on the non-profit ratings website and give the Foundation a good rating. We need 10 ratings by end of month. https://greatnonprofits.org click on ”write a review”

COMMUNICATIONS:

Two notes from the community were read, both positive concerning Library personnel.

UNFINISHED BUSINESS:

• None

NEW BUSINESS:

• Mr. Krook suggested the Board allocate funds for blinds to be purchased for the staff break room. Ms. Verduin suggested the Friends had allocated funds for capital expenditures not yet spent and would present to the Friends Board. The cost is estimated to be $1,800 for blinds for three windows.

At 6:15 p.m., the public session of the meeting was adjourned, and the Board initiated an Executive Session.

The Gift Receipt policy was reviewed as it pertained to an offered donation.

At 6:25 p.m. Mr. Orza made a motion to re-engage the Board of Trustees back to a public session meeting, the motion was seconded by Ms. Verduin and the public session was again engaged. All Board of Trustee members were present.

At 6:26, the President, Mr. Bertoni, made a motion to adjourn the public meeting, which was seconded by Mr. Krook.

At 6:27 p.m. the meeting was adjourned.

Respectfully submitted,
Nancy Verduin, Board of Trustees

October

Bernardsville Library

Board Report
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