Minutes of the Bernardsville Library Board of Trustees Regular Meeting  
December 20, 2022

Attendance: Board members John Bertoni, Rich Diegnan, Mark Krook, Terry Thompson, Jena McCredie, Nancy Verduin, Gretchen Dempsey, Amy DeMilt, and Skip Orza, were present at the meeting. Mary Fran Daley, Executive Director, Bernardsville Public Library and Leslie Brown-Witt for the Foundation.

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.

Pledge of Allegiance

Roll Call

Disposition of Minutes of Previous Meeting: A motion was made by Ms. DeMilt to accept the minutes of the November 15, 2022, Board meeting; Mr. Orza seconded the motion, and the minutes were approved unanimously.

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

- Finance committee met to discuss proposed budget draft
- Working on restroom restoration and reviewed final list for bid specifications
- There have been some large book orders recently; also added some bumper money anticipating new devices
- Maintenance – Baker & Taylor can return books for credit working on accepting that proposal
- Replacement Costs policy updated draft included in the packet; right now making less than $100/year on DVDs
- Programming has been busy, newsletter went out; upwards of 60 babies for children’s programs
• Staff development – Megan and Fran have both attended seminars recently. Fran also attended a professional development seminar on managing.

• Borough relations – has attended council meetings and met with 2 of members individually; proposed benefits are going to impact the budget.

• Attended Foundation and Friends meetings – most appreciative of the collective efforts.

Question from President Bertoni – inquiry of leaks in men’s bathroom – looking into the source – the ongoing urinal leakage is leaking into wall, John MacDowell and team will be investigating further.

• 2 doors did not meet fire specs – one has been approved by Borough and the second is on plan; encumbered in 2022 for one, second door will be in 2023 budget.

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

• 90% through budget – doing well; additional $20k from the Foundation; doing well on income side, well within budget for most. Tech is a bit higher, but we will use other funds and will spend up to the budget.

• Significant jump in salary and benefits in December – but tracking well.

Question from Ms. Thompson regarding salaries verses benefits. Only a few folks are receiving benefits so not a large increase. Ms. Daley indicated that she has the percentages of benefits per person and will share. Ms. McCredie indicated that the Council has written to legislators regarding increase in the benefit costs with all Borough employees.

Not sure if we will need additional funding from the Foundation; will need to see how December ends up.

• Action on Bills Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from 11/16/22 to 12/20/22 and to ratify the payment of bills received and paid from 10/19/22 to 11/15/22. The motion was seconded, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: Mr. Krook indicated that the Finance Committee met and prepared a draft budget. Looking at inflationary increases in budget. There are significant challenges in the increase in maintenance contracts, benefits, wages and salaries. Facing significant increases for next year – we will be asking for over $1M. Waiting to see where we land on this year’s close out, figure what we have left in bank, draw down on what we have in bank. Noted: still on flat post covid world not accounting for 2% increase, and increased benefits, so that would bring inline with inflationary costs.
State mandate question from Ms. McRedie $792k for coming year. Borough allocation is $852k. Mr. Krook indicated that we offset what Borough gave to use because of a reduction in spending over Covid and we used the excess to reduce the Borough’s allocation. Now we are out of Covid we are resetting, actually not a lot if you consider offsets.

Plan is to meet after first of year; close out 2022, finalize numbers and come to BOT meeting with draft and then meet with Borough. We will have more clarity on 2023 budget after January meeting.

Personnel: No meeting.

Policy: No meeting. Ms. Daley indicated replacement costs policy on books have gone up; our prices are from 2012 and will need to be revised; would like to recommend a video category on DVD. Mr. Bertoni indicated yes on price update and video category. Audio books and video books are very expensive to replace. Ms. Verduin made a motion to accept the revised Lost and Damaged Item Fees – Bernardsville Items Policy.; motion approved by unanimous roll call.

Planning: Ms. Thompson met with one of the contractors on bathroom, Borough and Joanna from Monks. Moving ahead on the project.

PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Ms. Verduin reported on behalf of FBPL. Meeting this month was all mini golf; 12 holes covered at this point. Looking for BOT to provide checks on January for contribution. Campaign letter went out; to date have met annual campaign target $32k. Have a new member and one potential new member to serve on FBPL.

Bernardsville Library Foundation: Leslie Brown-Witt for the Foundation indicated the appeal letter went out late; end of October $31k out of $40-45K plan. Ms. Brown-Witt wrote personal letters and received $53k in total. Virtual event – grossed $27k approximately, shy on ticket sales and 50/50 – still trying to finalize net. Board voted to provide endowment $15k – since 2013 Foundation has provided $167k to the Foundation. 2023 budget will be presented to the board in January. 3 prospective institutions considered to be fund manager – selected Peapack Gladstone Bank to handle because of nonprofit expertise. New member joined, new Board coming on in 2023.

COMMUNICATIONS:
• SHSD Superintendent – letter from Ms. Dempsey indicating she will be rolling off the Board and recommending member to join BOT in January 2023.

UNFINISHED BUSINESS:
• Dates of Closure - Mini golf day will need to be closed 2/4/23; Mr. Bertoni made a motion to accept the proposed Dates of Closure, and the motion was passed.

NEW BUSINESS:

• Technology Purchases: Ms. Daley indicated we have old computers, met with MAIN and went through analysis of all computers – recommend replacing older PCs and color printer. 7 computers total $5950 with cable locks and also four monitors.

• Purchase of New Self-checkout Scanner - $1300 carry cost per year for MeeScan IPad for software licensing; would not recommend. We cannot move to the MAIN computer without the $1300 carry cost. Would recommend move to MAIN scanner for $2500 and let MeeScan lapse; within 2 years would recoup. Funding question – consider using some unrestricted funds for tech purchase, need to spend it down.

  Motion made by Mr. Bertoni $9010 would be the amount requested for funding of scanners, monitors and computers from tech line. The motion was seconded and approved by unanimous roll call vote.

At 6:40 pm, the public session of the meeting was adjourned

Respectfully submitted,

Amy DeMilt, Secretary
Board of Trustees