

Minutes of the Bernardsville Library Board of Trustees Regular Meeting

January 17, 2023

Attendance: Board members John Bertoni, Rich Diegnan, Mark Krook, Nancy Verduin, Jay Ambelang, Dr. Colleen Butler, and Skip Orza, were present at the meeting. Mary Fran Daley, Executive Director, Bernardsville Public Library, Jill Hackett, Business Manager, Bernardsville Public Library, and Patrice Cummings 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

Nominating Committee: Skip Orza presented the slate of officers, seconded by Rich Diegnan: John Bertoni, President, Skip Orza, Vice President, Mark Krook, Treasurer, Nancy Verduin, Secretary were approved by all present. Committee assignments will be sent to trustees via separate email.

Disposition of Minutes of Previous Meeting: A motion was made by Ms. Verduin to accept the minutes with identified changes of the December 20, 2022, Board meeting; Mr. Bertoni 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 Directors Report:

- Four policies were updated and will be presented for approval
- The strategic and capital plan are required to be in place as well as initial thoughts based on our priorities. Fran to review the age of the current plan in place
- The draft budget finalization will also be discussed in today's meeting
- Personnel committee updates are to be addressed next

- Please note the report on the History Room, which is a valuable resource for the community.

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

- The final treasurers report was presented. In 2022, variations were due to:
 - Updated phone system- reserved funds used
 - Accelerated computer purchases in 2022
 - \$56,000 taken out of reserves in lieu of \$55,000 budgeted
 - and \$40,000 from Foundation in lieu of \$60,000 budgeted
- **Action on Bills** Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 12/21/22 to 1/16/22 and to ratify the payment of bills received and paid from 11/16/22 to 12/20/22. The motion was seconded by Mr. Orza, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: Mr. Krook indicated that the Finance Committee met to discuss the 2023 budget which was presented in the meeting as a draft budget, pending final borough budget.

Discussion items reflected in the draft budget:

- Plant operations- Inflationary increase in electricity
- Inflationary increase in Benefits
- Staff salary increases are projected @2 %, pending confirmation from the Borough
 - Gross wages discounted at 2% for projected staff turnover
- \$60,000 requested from the Foundation
- \$25,000 requested from reserves

The request from the borough for 2023 is \$936,877, which is flat from the ask from 2019.

Mr. Krook moved to approve the 2023 draft budget. The motion was seconded by Ms. Verduin and then passed by unanimous roll call vote with Mr. Ambelang abstaining.

Personnel: No meeting.

There is a vacancy for a teen associate librarian which is currently being advertised.

Policy: The Policy committee met to review and update 4 policies.

- Library Behavior Policy updates:
 - Photography in the library; restricts those filming from harassing patrons or filming children.
 - Pornography in the library; restricts the viewing of or listening to pornography where other patrons could see or hear the material
 - Food is now acceptable in the library, except near computers

- Service animals are welcome, unless misbehaving, while support animals are not allowed in the library
- Unattended Children in the Library Policy updates:
 - Ages for unaccompanied minors, those with direct and indirect supervision were updated
- Borrowing Items Policy updates:
 - Policy updated to reflect current standards
- Library Collection Development Deselection and Reconsideration Policy updated:
 - The policy for book challenges has been updated to outline the process for responding to a challenge

Ms. Verduin presented a motion for the board to approve the policy updates as presented. The motion was seconded by Mr. Diegnan and approved unanimously.

Planning: No meeting.

The board discussed the need to address the 2023 Strategic as a priority. The committee includes Ms. Daley, Mr. Bertoni, Mr. Orza, Mr. Krook, and Ms. Verduin. Ms. Daley and Ms. Verduin will hold a preliminary meeting to establish a roadmap for the committee.

PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Ms. Verduin reported on behalf of FBPL. The Friends fundraiser, A Hole Lot of Fun, will run on 2/4/23. Currently 16 of the 18 holes are sponsored by local businesses, organization, or individuals. The Friend's board has expanded with a number of new board candidates who are actively involved in the event planning.

Bernardsville Library Foundation: Patrice Cummings for the Foundation indicated that the slate of officers was voted in for 2023: Patrice Cummings President, Shikha Mayer, Vice President, Anne Reiley, Treasurer and Rob Re, Secretary. The prior slate had held the roles for 11 years.

Endowment- establishing protocols required to attract high value donors:

- Update the database with changes in address
- Email addresses are not readily available and exploring avenues for obtaining
- Planning Email quarterly report
- An annual report will be generated going forward
- Set up a website this year
- The 990 long form will be completed by a CPA

The Foundation has committed to the \$60,000 requested by the Board in the 2023 draft budget. Fundraising will include:

- Annual appeal letter- spring
- 50/50 (license approved)
- Fall event- in library in September or October

COMMUNICATIONS: None

UNFINISHED BUSINESS:

- Bathrooms- progress has been made on the specification but they still under development

NEW BUSINESS:

- Reauthorize Director as Purchasing Agent, Approve Professional Appointments
 - Reauthorizing approvals for the director; with the authority up to the bid threshold- \$17,500
 - Internal process for expenses is under review

Mr. Bertoni made a motion to reauthorize the current purchasing agent and professional appointments, Mr. Ambelang seconded, and it was approved unanimously

- Approve Peapack Gladstone Bank & Authorized Signatures
 - John motion to approve Peapack Gladstone Bank and Mr. Krook, Ms. Cole, and Ms. Hackett as signers. It was agreed that one Board member signature is required

Mr. Bertoni made a motion to reauthorize the current purchasing agent and professional appointments, Mr. Krook seconded, and it was approved unanimously

- Approve Dublin Maintenance Contractors for janitorial service for 2023- 2024
 - We have a contract for 2023 but must be put up for bid for 2024.
- Coverage of Foundation and Friends meetings by BOT
 - Ms. Verduin will cover the Friends meetings
 - Mr. Diegnan and Mr. Orza will cover the Foundation meeting which are held the, second Tuesday of the month from 7 to 8
- Dates and location for BOT Meetings in 2023
 - It was agreed that meetings cannot be cancelled two months in a row
 - August is to be removed from the calendar; if required, an emergency meeting will be called. June will remain in the calendar but will be held only if required.

At 6:47 pm, the public session of the meeting was adjourned

At 6:50 Mr. Bertoni made a motion, seconded by Mr. Krook, to go into Executive Session.

At 7:13, the Executive session ended, and Mr. Bertoni made a motion to end the board meeting, with Mr. Krook seconding the motion. The meeting was adjourned.

Respectfully submitted,

Nancy Verduin, Secretary
Board of Trustees