

Minutes of the Bernardsville Library Board of Trustees Regular Meeting

November 15, 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 staff members, Jill Hackett and Laura Cole were also present as was Leslie Brown-Witt for the Foundation.

Vice President Orza 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 Mr. Orza to accept the minutes of the October 18, 2022, Board meeting with amendments; the motion was approved, and the amended 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:

- She expressed gratitude to the Library staff for onboarding assistance, and has been very impressed with the staff, BOT and the Foundation.
- Ms. Daley is currently reviewing relevant policies to be updated over time.
- The internal purchasing procedures will need to be reviewed.
- Ms. Daley has a scheduled meeting with the MAIN staff re: software updates.
- The Library has an impressive programs offering in play.
- Reimbursement requests have been submitted to the state.
- There is a leak by men's bathroom which was discovered after the sprinkler test; trying to determine the source.

- There are a number of the lights that are out, hence there is a pending question of whether the fixtures or bulbs need to be replaced.
- Issue of locking recycling bin is currently under review.

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

- We are just past the 83% point on the year and tracking within our budget.
- Requested next installment of \$20,000 from the Foundation. Ms. Brown-Witt indicated a balance of \$10,400 is due to the Library, and such funds were requested.
- Door and entrance project has proven to be more expensive and will go over budget
- Electricity and water will go over budget due to increased rates, the overage will be addressed in the 2023 budget.
- **Action on Bills** Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 10/19/22 to 1/15/22 and to ratify the payment of bills received and paid from 8/20/22 to 9/19/22. Ms. Thompson seconded the motion, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: No meeting. Mr. Krook indicated that it is budget preparation time, the Finance Committee review meeting is scheduled for 12/6; then will bring draft budget to BOT for approval of draft budget in December.

Personnel: No meeting.

Policy: No meeting.

Planning: No meeting. It will be scheduled after Director Daley gets acclimated.

PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Ms. Verduin reported on behalf of FBPL, the letter is at the printer. There will be a concert December 11 with Navesink Brass. FBPL needs the Bernardsville Council to approve beer and wine request for mini-golf. Ms. McCredie indicated she would facilitate the request. There are currently 4 openings on the FBPL board, and they are interviewing for vacancies.

Bernardsville Library Foundation: Leslie Brown-Witt for the Foundation reviewed Appeal letter – 725 letters to key donors did not go out until end of August. 42 letters \$9750 received, at \$45,700 total. Ticket sales much lower by \$3k, but silent auction did \$12,775. 50/50 was down. Further review will be undertaken by the Foundation and net figures will be presented to the Board.

The investment committee is currently reviewing several groups for the Foundation's investment manager role. The Finance committee met to discuss 2023 budget and the first draft has been submitted to the Finance committee for February approval.

COMMUNICATIONS:

One communication – dated from June 2022 – thank you note from Shura Arnold for her retirement party.

UNFINISHED BUSINESS:

- Bathrooms project update: Ms. Hackett relayed that Joanna was working on the detailed specs for the project and will be arranging a site visit to Monks which will include Mr. Diegnan, Ms. Verduin, and Ms. Thompson. The pace of progress has been slowed by pressure of daily work; however, the update remains a top priority.
- Staff Development Days – proposed that Library has 2 ½ days one on May 11 and one on October 15, the Library calendar will need to be updated for the anticipated closing.

At 6:05 pm, the public session of the meeting was adjourned

Respectfully submitted,

Amy DeMilt, Secretary
Board of Trustees