

Minutes of the Bernardsville Library Board of Trustees Regular Meeting

February 21, 2023

Attendance: Board members John Bertoni, Rich Diegnan, Amy Demilt, Mark Krook, Nancy Verduin, Jay Ambelang, 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, Joanna Askey, Bernardsville Public Library, and Patrice Cummings and Anne Reilly for the Foundation were also in attendance.

President Bertoni called the Board of Trustees ("Board") meeting to order at 5:32 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. Verduin to accept the minutes of the January 17, 2023, Board meeting, with 2 revisions; Ms. Demilt 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:

- Next week providing information to the borough council on the heat map usage of library resources and state mandated reporting. The heat map is based on circulation within the library or books being taken out. It does not reflect the newspaper and magazine usage which tends to be returned to the shelving by patrons.
- Strategic planning focus group meetings are established and published.
- Staff feedback for strategic planning will be solicited this Friday at 9 AM.
- Joanna provided an update to the bathroom project.
 - Discussed hiring an architect for the project to assist with the bid development process (not oversight of the project itself).

- Further research indicates that nailing down the bid specs will help reduce issues when in the construction phase.
- The materials suggested by Monks would not be appropriate for our space (ADA requirements, walk mount, etc.). Code and wiring issues have also arisen based on walk throughs by those involved in construction. The bid specs must include the need to identify where the link in the men's room is coming from and the need to re-pitch the floor. This requires an architect. We have interviewed 3 and have one more coming in next week.
- We are pricing out the proposals from architects, all from whom we have referrals from other libraries or municipalities. We expect to make a preliminary decision on the architect by next meeting (or emergency meeting zoom or email).
- The architect proposal is expected to be lower than the bid requirement level of \$17,500.

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

- January electric bill is to be revised and gas bill came in February.
- The first borough installment has been received and will be reflected in the February report.
- **Action on Bills** Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 2/1/23 to 2/27/23 and to ratify the payment of bills received and paid from 2/1/23 to 2/15/12. The motion was seconded by Mr. Bertoni, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: Mr. Krook indicated that he and Fran met with the Borough Finance committee. The budget was presented as well including any significant differences from 2022's budget. Included in the discussion were:

- The state mandated amount and how calculated.
- It was noted that the 2022 ask was less due to the dollars saved in 2020 as operations during the pandemic were curtailed. The savings from 2020 were split and applied to 2021 and 2022 budgets.
- The Borough asked about KPIs that would assist with the analysis of the usage of the library. Since no specific KPIs exist, we could discuss identifying appropriate KPIs.
- The Borough asked about alternative ways of raising revenue, which are limited. We were asked if there are options for cost sharing and savings. It was noted that our joining MAIN was a means of reducing/ sharing expenses.
- It was also mentioned that the library offers more than just books, including meeting space, which is important to the borough.

- Our budget request reflects maintaining the save level of services without going up.

The Borough has voted to put forward a 3% raise for non-contracted employees. If Borough goes to 3%, then ours would also go up about \$8,000. A revised budget was provided in the board package.

Mr. Krook made a motion to adopt the revised 2023 draft budget that reflects the 3 % salary increase and the \$7,794 increase in income and expenses. Ms. Demilt seconded the motion, which was then passed roll call vote with 1 abstention.

Personnel: No meeting.

Policy: No meeting was help but a proposed revision was circulated for approval. The revised policy for borrowing items was presented for approval. Ms. Demilt made the motion, Mr Bertoni seconded. The motion passed unanimously.

Planning: Planning committee met to discuss the steps to be taken to complete the Strategic Plan. The plan will include updated vision and mission statements, Strategic Goals and the associated action steps, timeline and measurements. The timeline was discussed and agreed upon.

PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Ms. Verduin reported on behalf of FBPL that the mini golf event was a success. Our thanks to the library team for their collaboration, for thought and engagement throughout the planning, set up, event and clean up. The net proceeds are expected to be over \$11,000. A sunset review will take place at the next meeting.

Bernardsville Library Foundation: Patrice Cummings reported on behalf of the Foundation. The following key points were mentioned:

- The twenty thousand not requested in 2022 by the Board of Trustees to cover the operating shortfall, will be moved to the endowment if still not required as of mid-year 2023.
- The investment committee approved to move the endowment to Peapack Wealth Management.
- The foundation will be participating in the Library Giving Day will take place Tuesday April 4th, raising awareness of what the library offers, reaching reach a younger audience and increasing our email listing.
- For Library Giving Day, the Foundation has raised matching gifts of \$2,500 towards a goal of \$5,000.
- The 2023 wine and beer event Saturday October 14th at 6 PM.

COMMUNICATIONS: None

UNFINISHED BUSINESS:

- Bathrooms- progress has been made on the specification but they still under development - as reported in the Directors report.

NEW BUSINESS:

- Mr. Bertoni made a motion to the Education Services Commission of New Jersey and execute the agreement, Ms. Verduin seconded and passed by unanimous roll call.
- Two computers and a printer were presented for decommissioning. Mr. Bertoni made the motion, seconded by Mr. Krook, and approved by roll call.

At 6:41 pm, the public session of the meeting was adjourned.

Readjourned 7:38 Mark, Amy (no Skip or Terry) Approved budget

Motion to approve the MOU that the borough will take on payroll service John, Nancy Seconded
Approved

Closed by John at 7:41

Respectfully submitted,

Nancy Verduin, Secretary
Board of Trustees