

Minutes of the Bernardsville Library Board of Trustees Regular Meeting

May 17, 2023

Attendance: Board members Mark Krook, Skip Orza, Nancy Verduin, Jay Ambelang, Rich Diegnan, Colleen Butler, and Amy Demilt were present at the meeting. Mary Fran Daley, Executive Director, and Patrice Cummings for the Bernardsville Library Foundation.

Vice President Orza called the Board of Trustees ("Board") meeting to order at 5:34 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 Ms. Verduin to accept the minutes of the April 18, 2023, Board meeting, Ms. Demilt seconded the motion, and the minutes were approved.

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

- Hiring a new program librarian, with 6 interviews scheduled.
- Final deposit from the Reid estimate \$259, 398.51 which brings the total over \$605,000.
- We are in consideration for a grant for ESL classes for new English speakers supplementing our current plans which could focus on more tutoring.

Treasurer's Report:

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

- Income and expenses are tracking to the annual budget as expected.
- The state library system will potentially have grants for capital projects which we should be aware of and be prepared to apply if warranted. This will expand the funds available for capital projects.

Action on Bills Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 5/1/-5/15 and to ratify the payment of bills received 4/17-4/30. The motion was seconded by Mr. Diegnan, which was then passed by unanimous roll call vote.

COMMITTEE REPORTS:

Finance: Mr. Krook indicated that the Finance Committee met and the following discussed:

- The finance committee started to draft thoughts on an approach to advocacy. Additional meetings are scheduled to further identify and draft an approach. In the initial meeting, they discussed how to partner with the borough on meeting space, Downtown Bernardsville, and the rec department as well.
- There is a meeting with the borough finance committee on 5/17/2023 to explain the library funding breakdown and how post Covid carryover was handled.
- Additional discussion as to closing the gap on budget for 2023 will ensue.

Personnel: Did not meet as a committee but Ms. Verduin and Mr. Deignan conducted an exist interview with the program director, who resigned and departed 5/10. Comments received during the interview were as expected and do not require additional discussion.

Policy: No meeting held this month but plan to meet prior to the June meeting.

Planning: Strategic Planning Committee has established target dates for the first and second round of meetings which are expected to be completed and documented by the end of June.

PUBLIC PARTICIPATION OR COMMENTS:

Friends of the Bernardsville Public Library: Ms. Verduin reported on behalf of FBPL. The Friends updates include:

- A concert, featuring American Sweethearts, was held on May 7th.
- A volunteer and staff luncheon for 28, was held on May 11th.
- The Friends will be holding a senior breakfast and show on June 2nd.
- The Friends will be sponsoring a booth with crafts and giveaways at the Downtown Bernardsville June 4th Car Show.
- The Friends are partnering with the Library and Downtown Bernardsville on activities to support the movie night (July 12th) at the pool.
- The Friends will be presenting a new member to the board at the June meeting.

Bernardsville Library Foundation: Patrice Cummings reported on behalf of the Foundation.

Updates on the opportunities to raise funds:

- Library Giving Day- Tuesday April 4th results are up to \$24,000.
- Annual Appeal letter- First week of June
- 50/50 from June 15th to October.
- Best of Bernardsville event in the library- 9/23/23 food and wine event, silent auction.
The target is to sell 150 tickets.

COMMUNICATIONS: None

UNFINISHED BUSINESS:

- Bathrooms- The architect team will be in the library on Thursday to measure and anticipate completing the plans in June for a start date in the fall.

NEW BUSINESS:

- Request of Mary Fran Daley to use working hours on May 31 and June 1 to attend the Library Journal Design Institute was approved. This will provide Fran with good education related to capital projects.
- Memorandum of understanding between the Bernardsville Public Library and the Somerset County Library System of New Jersey and the Franklin Township Library, was approved by the board unanimously.
- Recommendation of process for payment of bills and establishment of the Library's budget. The Business Manager attended classes which identified areas where we were not in compliance. Bills are to be approved by resolution. Bills paid for the prior month are currently being paid prior to the meetings. This process should be discussed with the Treasurer and Finance Committee to ensure we are complying. This may include instituting a rec process.
- Referring to the hiring of the full-time Programming Librarian to the standing Personnel Committee and Executive Director. Ms. Demilt made a motion to delegate to the personnel committee the bylaw procedure requiring board approval of the hiring of full-time employees. The motion was seconded by Mr. Orza and approved by the board.
- Should form a Search committee for the board opening? We should also check to determine if a skills form is on file for candidates who have expressed their interest in the Board of Trustees in the past. This issue will be referred to Mr. Bertoni.
- Status of Bylaw updates- John B

At 6:30 pm, the public session of the meeting was adjourned.

Respectfully submitted,

Nancy Verduin, Secretary
Board of Trustees