

Minutes of the Bernardsville Library Board of Trustees Regular Meeting

June 20, 2023

Attendance: Board members John Bertoni, 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 and Shihka Mayer for the Bernardsville Library Foundation.

President Bertoni called the Board of Trustees ("Board") meeting to order at 5:41 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

Mr. Bertoni announced that Board Member Mr. Orza had resigned from the board.

Disposition of Minutes of Previous Meeting: A motion was made by Ms. Verduin to accept the minutes of the May 17, 2023, Board meeting, Mr. Diegnan 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:

- The library is back to pre-covid levels as far as patrons on site.
- E book usage is much higher than prior than pandemic levels.
- The Library received a copy of a copy of 'Glitter Everywhere' that recognized Bernardsville Library.
- The new program manager was introduced to the board.

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.

Action on Bills Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from 6/1/-6/16 and to ratify the payment of bills received 5/17-5/31. The motion was seconded by Mr. Bertoni, which was then passed by a unanimous roll call vote.

COMMITTEE REPORTS:

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

- The finance committee has met to discuss the advocacy for the library budget.
- There was a meeting with the borough finance committee on 5/17/2023 whose purpose was to explain the library funding breakdown and how post Covid carryover was handled. Additional information was provided as to counts and community that has been serviced. There was discussion as to establishing library target metrics. The borough finance committee asked about cost savings and where we can reduce expenses. The move to MAIN and moving the payroll function to the borough were identified as cost savings measures. A few additional areas are under consideration such as IT services. There were questions as to whether furloughed employees received unemployment. We requested starting the 2024 budget discussion to earlier in fall of 2023. The meeting was positive but there was no consensus on returning to prior levels of funding.
- There was discussion that the Foundation cannot continue to support the library operating shortfall at the same levels while at the same time growing the endowment. To date, \$725,000 has been provided to the library to close the operating gap. \$80,000 is committed for this year and \$40,000 for 2024.
- The additional funds of \$259,398.51 from the Reid Estate was received for a total of more than \$605,000.

Personnel: Did not meet.

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:

- The Friends hosted a well-attended senior breakfast and show on June 2nd.

- The Friends sponsored a booth with crafts and giveaways at the Downtown Bernardsville June 4th Car Show. Attendance overall as well as the number of children was. The library's calendar of events was well received.
- The Friends are partnering with the Library and Downtown Bernardsville on activities to support the movie night (July 12th) at the pool.
- In June, we are starting to draft our campaign letter, additional fundraising event with Rebecca Collection and National Friends of the Library week 10/15-21.

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 \$26,000.
- Annual Appeal letter- shortly
- 50/50 to be mailed shortly. In addition, \$20 Mystery bags will be on display for sale this summer.
- 'Best of Bernardsville' event in the library will not be held based on a cost benefit analysis.
- 300 raffle tickets for \$100. Prize 4 tickets to Hamilton, a limo \$2,600 and dinner, second prize is golf event, third is three gift cards to restaurants in town. The net should be over \$20,000 with a lot less work. The drawing will be 9/23/23.

COMMUNICATIONS: None

UNFINISHED BUSINESS:

- Bathrooms- A meeting with the architect will be held tomorrow.

NEW BUSINESS:

- Disposal of used office equipment- 9 carts, 19 green chairs with wheels that are not worth rehauling, 2 Ikea changing tables which impact the ability to access the bathrooms, and a few other items. A motion was made by Mr. Bertoni for approval to dispose of these items, which was seconded by Mr. Krook. The motion was approved.

At 6:32 pm, the public session of the meeting was adjourned.

Respectfully submitted,

Nancy Verduin, Secretary
Board of Trustees