

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
September 19, 2023**

ATTENDANCE: John Bertoni, Rich Diegnan, Amy DeMilt, Brian Wolfe, and Jay Ambelang were present. Mary Fran Daley, Executive Director, was also present.

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 Meeting Act (c.231, P.L. 1975), written notice of this regular meeting has been sent to the following newspapers: The Bernardsville News, and the Star-Ledger. Written notice has also been sent to the Borough Clerk and posted on the Library's website.
- 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/> 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 – President Bertoni moved for the Board to accept the minutes of the August Board meeting; Mr. Diegnan seconded the motion, and the minutes were accepted.

Director's Report

In addition to the Director's report submitted, Ms. Daley reiterated that 2 resignations of part-time staff were accepted. The first ESL classes were held 9/19/23 and were an overwhelming success. The class was at capacity with an additional 28 seeking to sign up. The Library will make an effort to add additional classes.

Joanna has solicited estimates to replace the antiquated alarm system. Weiss has the most optimal estimate (\$3900) and they are highly rated and responsive.

Restroom renovations are underway. Bids for "port-a-potties" have been solicited for a 2-month period. Opted to go for the mobile rest room system rather than a trailer due to the added expense of the trailer system. Patrons will be able to use the restroom at the medical office on the first floor. One bathroom not undergoing renovation will be reserved for staff use.

The NY Times will now be available for patrons, previously had not been available through MAIN. eBooks and Magazines are more in demand.

At the expiration of the present copier lease the Library most likely will move to Ricoh due to toner costs on present copier exceed the monthly lease payments.

Treasurer's Report

Ms. Daley indicated that due to the part-time hours, the total wages do not represent the actual wages incurred, the wages will catch up in the budget in the coming months. Ms. Daley will be meeting with the Borough on the budget and will represent that due to the fiscal constraints of this year's budget, the Library is pinching hours to the best of its capabilities, while trying to provide services consistent with the Library size and presence.

President Bertoni moved to approve the Treasurer's Report, to approve the new bills to be paid payment received from 9/1 – 9/18. The motion was seconded by Mr. Diegnan which was then passed by unanimous roll call vote.

Committee Reports

- **Finance** – Finance Committee met earlier this month; Ms. Daley is currently preparing a draft budget to be presented to the Borough for initial discussion. Noted that the Borough was expected to move on a resolution this week to have the Borough pay the costs of the bathroom renovation, and the Library would reimburse the Borough.
- **Personnel** – no meeting.
- **Policy** – Policy Committee met and reviewed proposed edits, updates, and retirement of several policies: Bulletin Board policy revised; Covid-19 rescinded; Local History Room was simplified; Lost/Damaged Books/Items Damage was revised to track MAIN on fines; Room Reservation Policy was revised to remove usage fees. The Personnel Manual is an ongoing project and will be updated over the course of several months.

Motion was made by President Bertoni to approve the amended policies, seconded by Mr. Diegnan. The motion was approved unanimously.

- **Planning** – Planning committee met, and a draft Strategic Plan was presented to the Board for review and comment prior to the October meeting. Ms. Daley will work with staff to provide a tactical timeline for the execution of the Strategic Plan.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin submitted the following report via email:

The Friends engaged or sponsored the following: 10/1 Sunday's @ 3 Concert - Clouds in Our Coffee: A Carly Simon Tribute Performance by Gerard and Diane Barros; 10/7 Friends event and raffles @the Bernardsville Farmers Market; 10/13 Support Shop Sip an opportunity to support local businesses. This event is not expected to be a big fundraiser, but rather an opportunity to engage with local businesses. 10/14 Spelling Bee for 6th, 7th and 8th grade students who reside in Bernardsville; 10/ 17 Monster Mash Move & Groove with Miss Jolie; 10/17 Friends bracelets - Friends Youth Program committee activity; 10/21 College Interview and Resume Workshop.;10/26 Wine Presentation and Tasting: hosted by Blackrock financial, wine/ presentation from 56 Degrees and food from Ristorante MV (Borough approval and Social Affairs Permit received).

A draft 2024 budget for the Friends has been prepared and will be presented at the November Friends meeting for discussion and approval. The Friends campaign letter is ready to go to print for mid-November mailing.

- **Bernardsville Library Foundation** – Ms. Cummings indicated the Foundation voted to approve \$40k to the Library, and that check will be issued and presented to Library at the next Board meeting. The Foundation has raised \$56k in public fundraising which is set to close 9/27/23. The Foundation will restart the Endowment Committee for commitment on building out the endowment.
- **Communications** - AAUW Collection Grant of \$1,000.00 was provided to Library restricted funds for collection material to support women in higher education.

Unfinished Business – none

New Business

- Restrooms Resolution – President Bertoni made a motion to accept the proposed Resolution#23-3 with respect to the bathroom renovation transferring \$150,000 from the Reid Estate Restricted Fund to the Borough for bathroom renovation funding. The motion was seconded by Mr. Diegnan and was passed by unanimous roll call.
- Transfer of a Portion of the Reid Estate Restricted Fund– Motion by President Bertoni to move up to \$400,000 of the Reid Estate Restricted Fund to a higher interest yield CD. The motion was seconded by Ms. DeMilt and was passed by unanimous roll call.
- Proposed Closures – Motion by President Bertoni to accept the proposed Library closures dates indicated in attached packet, seconded by Mr. Diegnan which was passed by unanimous vote.
- Updates on Potential Trustees – 2 people have expressed interest; more to come.

At 6:25 p.m. the Public Session was adjourned.

Amy DeMilt
Trustee