

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
October 17, 2023**

ATTENDANCE: John Bertoni, Mark Krook, Rich Diegnan, Dr. Brian Brotschul, and Nancy Verduin, were present. Mary Fran Daley, Executive Director, and Patrice Cummings, President of the Foundation, were present.

President Bertoni called the Board of Trustees (“Board”) meeting to order at 5:33 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 – Two corrections are required for the attendees as reflected in the September minutes. President Bertoni moved for the Board to accept the September minutes as amended. Mr. Krook seconded the motion, and the minutes were accepted with one abstention.

Director’s Report

In addition to the Director’s report submitted, Ms. Daley indicated that MAIN is rolling out Patron Point which provides some additional features. The changes were reviewed in the staff development day this week.

The extra fees in the architect invoice were agreed to be removed and an amended invoice will be supplied.

The new copier is up and running, can be accessed from all computers, and is much quieter than the previous copier. Four ‘teen’ computers are back up and running.

NY Times online appears to be very appreciated by the patrons.

Roofing repairs bids were rejected and will be submitted back to bid.

The most recent newsletter was a direct mailer to households. The monthly program calendars are also available in the library, and information is available to the community via other means. The changes in newsletter production and format have reduced staff time allocated to the efforts and has cut expenses while still getting the information to the community.

Treasurer's Report

Mr. Krook presented the finance report, which is $\frac{3}{4}$ of the way through the year. The \$40,000 check from the Foundation is not yet in the report. There are several line items that are underspent which represent about \$65,000 of the under-budget total but the expectation is that the funds allocated will be spent.

Mr Krook moved to approve the Treasurer's Report, to approve the new bills to be paid payment received from 10/1 – 11/9 (invoice for 11/9 event). The motion was seconded by Mr. Diegnan which was then passed by unanimous roll call vote.

Committee Reports

- **Finance** – Finance Committee to meet shortly to discuss the draft budget. We have requested a meeting with the Borough Finance Committee in the near term.
- **Personnel** – no meeting
- **Policy** – no meeting.
- **Planning** – Any changes to the strategic plan should be sent to Fran for updating prior to finalization (grammar). The staff requested that we add a bullet to evaluate the priorities as to the most impactful to the community. The Library will start to identify the action items to address for 2024. A capital plan need to be created and finalized.

The Strategic Plan, once minor corrections are reflected, can be released to the Library Staff, Friends and Foundation and will be presented to the Borough on November 13th at 7.

Ms. Verduin moved to approve the Strategic Plan. President Bertoni seconded and the motion was approved by unanimous vote.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin submitted the following report via email:
The National Friends of the Library 'week' activities to date have been successful, including a number of events that were sponsors or in partnership with local businesses including:
10/13 Support Shop Sip an opportunity to support five local businesses.
10/14 Spelling Bee for 6th, 7th and 8th grade students; 8 competed with 33 people in attendance.
10/ 17 Monster Mash Move & Groove with Miss Jolie was a success.
10/17 Friends bracelets - Friends Youth Program committee activity results in 41 participants.
10/21 College Interview and Resume Workshop. Likely cancelling the full workshop and working one on one with those that signed up.

10/26 Wine Presentation and Tasting: hosted by Blackrock financial, wine/ presentation from 56 Degrees and food from Ristorante MV sponsored by Premier Path Wealth Builders and Blackrock Financial Planners. Event full, with waitlist.

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.

Mini golf is slated for 2/3/24.

- **Bernardsville Library Foundation** – Ms. Cummings asked when the second check for \$40,000 is expected, which is December. Excess funds in the checking account have been invested in short-term investments. The Foundation has a match from long-term donors for the Endowment for a three-to-five-year basis (details to follow once finalized).
- **Communications-** Letter outlining the Foundation contribution of \$40,000.

Unfinished Business – none

New Business

- Restrooms Resolution – Ms. Verduin made a motion to accept Resolution#23-4 with respect to accepting the bid from Westcraft Builders. The motion was seconded by Dr. Brotschul and was carried with 4 out 5 present voting yes.

Ms. Verduin made a motion to accept resolutions #23-5 which approved an additional \$30,000 in funds for the restroom project. President Bertoni seconded the motion. The motion carried with 4 out of present voting yes.

- President Bertoni moved to approve the list of decommissioned computers, monitors and additional accessories and servers. Mr. Krook seconded the motion which was approved by unanimous roll call.
- Updates on Potential Trustees – 2 people who have expressed interest; are completing the paperwork and will be nominated at the appropriate board meeting. Once appointed, a nominating chair will be appointed.

At 6:41 p.m. the Public Session was adjourned.

Nancy Verduin
Secretary
Bernardsville Library Trustees