Friends of the Bernardsville Public Library Board of Directors

October 4, 2023
7:00 PM Community Room


President’s remarks
Welcome
- Thank you to volunteer committee for event this past weekend

Nominating: Nancy G
- Carolyn Duff: nomination confirmed by all present
- Thank you Steve for your years of service. Steve is rolling off per the by laws.

Board of Trustees news- Strategic Planning Update
- Final draft to full BOT this month. Bathroom project out to bid.

Vice President Remarks- Vacant
- VP position open – even if someone is unable to commit to the full responsibilities of the role, it would be great if anyone is willing to go to the Foundation meetings and represent the Friends. Cheryl may be able to support (at least for this month). Foundation meeting dates: Tuesday, October 10, Tuesday, November 14,

Recording Secretary- Nina
- Sept minutes approved.

Correspondence – Nancy G
- None

Treasurer’s report- Bob Baker
- See Treasurer’s Report
- Copies of Certified financial report available and will be posted online along with Income Tax Return and NJ Charitable status

Library Update- Fran
- Strategic planning is mostly wrapped up. A number of policies were updated; only one that may impact Friends is meeting room policy.
- Bathroom project out to bid, should be breaking ground in 1-2 months.
- Looking at other capital projects (i.e. alarm system)
Friends of the Bernardsville Public Library Board of Directors

- Draft copy of new library programming update (including National Friends Week events) dispersed; will be finalized and sent out via mail this week
- Library has acquired NYT online subscription
- In process of switching out copiers
- ESL program very successful continuing

Reports by committee chairs-

Finance- Gerry
- 2024 budget is the same as the one we discussed in September. Only difference is formatting changes
- Interest and Dividends about 2/3 capital funds and 13 operating/restricted funds. Same is true of gains and losses. Friends must be sure to use and classify funds appropriately.
- No proposed changes to budget. Will be presented for vote in November.

Public Relations (and other Events)- Gladis (Victoria, Bob, Elizabeth S, Anita, Nina)

National Friends of the Library “Week” lead-up and week-of events
- 7 Farmers Market- PR for all events, raffles, scavenger hunt for kids (Nancy, Bob, Kathy).
  - May need 1 more volunteer for early hours.
- 10/13- Rebecca Collection & other businesses) fundraising event- night of support (Gladis)
  (volunteers- Nancy, Gladis, Elizabeth S)
  - Need to invite people to event
  - Like and share posts via social media (needs support of Friends). Gladis will report on Friday (day of event) and Friends should plan to repost and share that evening.
  - Will be there 4:30-8pm on day of. Planning to give presentation about Friends. Fran will try to come to speak about library, depending on schedule.
  - Bob is getting wine, Elizabeth getting refreshments (just for Rebecca Collection)
  - Anita will get balloons for door
  - Nina put small flyers at Bookworm
  - Consider having Bernardsville Print do large prints of flyer for sandwich boards to put outside library. Do not think we can legally put them outside of businesses.
  - Event information published in newspaper
  - Will need to coordinate with businesses to get contributions after

- 10/14 - Spelling Bee- assistance planning and day of support
  - Up to 7 attendees. Hoping to get up to at least 10. Have opened it up to Far Hill Country Day after they inquired. Can also open it up to other schools/districts as well (Mendham, Willow, etc).
  - Need 1 in addition to Nancy and Kathy for day of support 10 to 1. Victoria can volunteer.

- 10/17 Friends bracelets program- thanks to all the volunteers!
Friends of the Bernardsville Public Library Board of Directors

- Good to go but may need to borrow some supplies from library. Friends will connect with Jesse about what’s available.

- 10/21- Interview /Resume prep (Anita)
  - Need assistance planning and help on day of
  - Opened it up to all Bernardsville residents, not sure if more have signed up
  - New information will be in Friday folder this week
  - Will plan to wait until Wednesday prior; if still not enough sign-ups, we could bump it to November but we will plan to make a decision when we have final registration numbers.

- 10/26- Evening (6:30pm) wine presentation and tasting- (Patrick) assistance planning and day of support (and mark your calendars!)
  - Nancy, Bob, Allison attending.
  - Need plates, forks, non-alcoholic beverages (water, seltzer, etc). We may have utensils in storage, Bob will check. Need to bring tablecloths as well – Fran has, and there should be black ones in the library kitchen.
  - MV said we can pick what we want in terms of appetizers, but want our input. They will bring trays of appetizers.
  - 56 Degrees doing “old world versus new world” education. Will have enough bottles for 35 people to do taste testing of each wine. They will bring glasses for wine.
  - Put sign with QR code for donations (4x6 stand) – Gladis has this and will send it to Nancy and Patrick.

- Other library programs:
  - Mrs. G is going to do one of her outdoor "fun shine" programs on Thurs Oct 19th from 3:45-4:30pm.
  - She also agreed to make the Chuckling Children storytime during that week "Friends" themed. Thurs Oct 19th from 11-11:30am.
  - 10/17 Monster Mash Move & Groove with Miss Jolie! 10:30am to 11:15am

- GIVEAWAYS (Nina) Research small giveaways such as magnets, decals, key chains, etc.
  Expenses so far:
  - Spelling Bee- Poster $25
  - Resume/Interview
  - Wine- $153 for Social Affairs permit

Expected
  - Farmers market: Support, sip, shop- $25 gift card, poster with all events- $25, Magnets- $100
  - Food/incidentals – spelling bee
  - Food/incidentals- Resume/Interview
General: From June Meeting: Recommendations for general event materials (Gladis to take next steps)

- Sandwich board
- QR code sign that links to an event calendar that stays up to date and can be brought to all events.
- Smaller Friends banner
- Generic Business cards

**Fundraising** - vacant - Patrick, Lennie, Steve, Jerry,

Campaign letter finalized. Working on final list of addresses, to printer by end of month. Expect in mail by mid November.

**MINI GOLF** - floating 2/3/24 (week before Superbowl) - Confirm date?

a. No conflicts known for date?

b. Packages- paper (Nancy) and online (Nina)
   1. Revise letters, flyer drafted.
   2. Tiering form and sign-up form updated.
   3. Pictures captured and ready for package- Anita
   4. Have scorecards to put in package.
   5. Copy of thank you ad-
   6. Need to purchase folders and more labels- Nancy

c. Hole sponsors: Reach out to the hole sponsors- confirm ownership and thoughts on what businesses to add to get 18 hours covered.

   i. Elizabeth reach out to Vanessa Berger, Susan Brooks, and Bernards Dental
   ii. Others to consider reaching out to: Kessler and surrounding businesses (Gerry)
   iii. Revised maps being considered – will discuss at future meeting.

d. Next steps

   i. Nina send out Google sheet to keep track of potential sponsor conversations.
   ii. Begin reaching out to gage interest with local businesses
   iii. Will form committees and discuss last year’s feedback at next meeting.
   iv. Representative from Friends can join upcoming library staff meeting Monday 10/16 from 9-1pm. Meghan and/or Allison can stop in at noon and discuss for ~15 minutes.
**Volunteer Recognition** - Victoria, Anita

Junior volunteer rec September 30th recap

**Programs- Adult** - Lennie/Jerry

**Concerts** – 10/1 “Clouds in Our Coffee: A Carly Simon Tribute Performance by Gerard and Diane Barros. Thanks to all who supported the event

11/12 GLADIUS- sign up will be sent

**Programs- Youth** - Allison, Meghan

In library program for Winter wonderland weekend?

**Nominating:** Nancy G- Vacation

Openings: VP, Fundraising, some committees are now short. Need a few people to confirm committees.

If you are not listed on 2 committees, please let Nancy G know where you would like to participate.

2023 Committee Assignments

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<th>Finance* Includes tax letters</th>
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<th>Programs Adult</th>
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<td>Gerry O Donovan (Chair/letter)</td>
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<td>Nancy Goguen</td>
<td>Meghan Scott Co Chair</td>
<td>Jerry Clark Co Chair</td>
<td>Gladis da Silva-Menare (Chair)</td>
<td>Victoria Oliveira Co Chair</td>
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<td>Maria Parrella—Tax (letter)</td>
<td>Jerry Clark</td>
<td>Kathleen Doran</td>
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2. New Homeowner letters: Cheryl Maddaluna
3. Tax Letters- Marai Parrella

**Public Comments**

Foundation- Patrice Cummings

Old Business/New Business-
- Keep an eye out for events town is holding during 2024 (centennial year)

Next Board of Directors 11/1