

January 3, 2024

6:30 start

Attendees: Nancy G., Carolyn D., Gladis M., Elizabeth S., Patrice C., Bob B., Nancy V., Anita G., Laurie F., Gerry D., Jerry C., Meghan S., Maria P., Victoria O., Allison P., Nina A., Kathy P., Cheryl M., Mary Fran D.

President's remarks

- Second meeting in January for mini golf- **Confirmed Tuesday 1/23**
- Any committee changes? Advise via email please

2024 Committee Assignments

Finance Includes tax letters	Fundraising includes campaign	Nominating	Programs Youth	Programs Adult	Public Relations	Volunteer
Gerry O Donovan (chair)	Vacancy (Co Chair)	Nancy Goguen	Meghan Scott Co Chair	Jerry Clark Co Chair	Gladis da Silva– Menare (Chair)	Victoria Oliveira Co Chair
Vacancy (Co Chair)	Vacancy (Co Chair)	Vacancy (Co Chair)	Allison Porter Co Chair	Vacant - Co Chair	Vacancy (Co Chair)	Anita Gandhi Co Chair
Bob Baker	Carolyn Duff	Carolyn Duff	Elizabeth Stryker	Laurie Fetten	Nina Alstrom	Nina Alstrom
Maria Parrella – Tax letters	Jerry Clark	Kathleen Doran	Kathy Peachey	Cheryl Maddaluna	Bob Baker	Kathy Peachey
Nancy Goguen	Patrick York				Anita Gandhi	
	Gladis Da Silva- Menare				Victoria Oliveira	
					Meghan Scott	
					Elizabeth Stryker	
					Laurie Fetten	

1. Campaign Task Force: Meghan Scott, Allison Porter, Nancy Verduin, Nina Alstrom
2. New Homeowner letters: Cheryl Maddaluna
3. Tax Letters- Marai Parrella

Issues

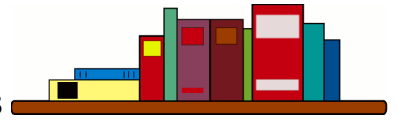
1. No vice presidents
2. No fundraising chair, need more engagement from Friends

- **Operating Manual updates**
 - Friends to review; committee chairs look at their sections and share any updates
- **Roster** to be sent as separate attachment (instead of on agenda) to save printing
- **Main Street Community Engagement survey** <https://www.surveymonkey.com/r/CN3S9XZ>
- **Board of Trustees-** Budget presentation to Borough Finance committee, pending borough budget decisions and further discussion
 - Starting capital plans anchored in strategic planning

Vice President Remarks- Vacant- Need to fill this year, 2 co vice presidents?
Foundation meeting Dec- Cheryl

Recording Secretary- Nina

November minutes approved and sent out.



Correspondence – Nancy G

No updates.

Treasurer's report- Bob Baker

- Year end report shared. Exceeded fundraising target. Since we sent campaign letter, we have received over \$25,000 as of this afternoon from 126 donors, about 14% of which are brand new.
- Library would benefit from receiving materials money from Friends in February-early March to cover Baker and Taylor bills and children's programming. Can plan to send \$5,000 increments to library in the middle of every month, and send thorough reconciled expense reports. Reevaluate structure in the middle of the year to ensure we are aligned and needs are met.

Library Update- Fran

- Fran will forward library's presentation at Borough Council to share information with Friends (i.e. comparative data showcasing BPL's successes and programming).
- Library audit in November completed and successful.
- Library has new Programming Coordinator.
- On 2/15 at 1pm, library hosting part of Mayor's centennial celebration, "Love your Library." Will be showcasing local history. Hope Friends can join us.
- WSJ now offered through MAIN; library was able to get a rebate on some of what we paid to access.
- Bathroom capital project underway, should break ground in February (after Mini Golf event)
- Conducting energy audit through grant to provide recommendations and guidance for increasing energy efficiency during capital planning

Reports by committee chairs-

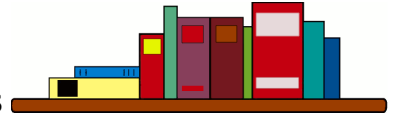
Nominating- Nancy G

No updates.

Programs Adult- Jerry

Concerts 2024. Currently under budget.

- Beatles booked for May 19 -- will want to do big PR campaign.
- Fred Miller booked for June 7 (Senior Breakfast), Gershwin tribute
- Harpist booked for October 6
- Gerard & Diane for November 17



Programs- Youth- Meghan & Allison

- Thank you to everyone who helped with the Christmas tree. We didn't win, but all of our flyers were taken! We'd like to do it again next year, potential theme "Black White and Read All Over." If anyone sees ornaments supporting theme, please grab them and we can put them in storage for next year.
- **Upcoming?** (Main street does not appear to be doing Easter egg hunt).
 - Makers week? Meghan and Allison to connect with Fran and Becky.

Fundraising- vacant- **Need new fundraising co-chairs!**

- Planning meeting March/April- can we fit another event in? what would it be?
- Mini Golf Discussion after main meeting

Public Relations- Gladis

- Planning meeting April/May for Friends of the library week. If we are doing art show or teen craft business event, need to start early and look for sponsors and sync up with library team.

Volunteer Recognition- Victoria

- No updates

Public Comments

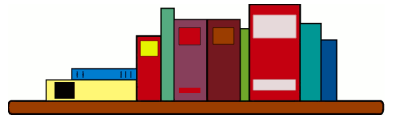
Foundation- Patrice

- Raised over \$140,000 in 2023. Granted library \$80,000 for operations at end of 2023. Foundation endowment ended up with 31% growth, largest increase in endowment has had since establishment. Goals in 2024 include granting library \$40,000, developing 3-year strategic plan for Foundation, increasing publicity and social marketing. Hoping to grow endowment by meeting with donors to ask for 3-year commitments, growing constituency by garnering more new donors, seek more grants offered to non-profits, establish corporate sponsorship program for non-profit-friendly large/national businesses in town via engagement with their corporate headquarters.
- Ensure new Foundation member focused on social media/marketing is syncing up with the Friends to coordinate messaging. Fran to make connection.
- Foundation collecting donations from members to create basket for Mini Golf – thank you!

Old Business/New Business- None.

Next Board of Directors: **1/23 mini golf only**

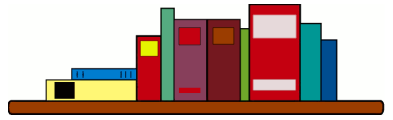
Friends of the Bernardsville Public Library Board of Directors



Meetings: Feb 7, Mar 6, April 3, May 1, Jun 5, **July 3 (or 10th?)**, Aug 7, Sept 4, Oct 2, Nov 5
Concerts:
Annual Campaign: November 2024
National Friends of the Library Week: October 20-26, 2024

Meeting agenda topic key dates:

1. January
 - Committees/officers set
 - Mini golf planning
 - Program approvals for sandwich boards
 - Reach out to Meghan on Makers week
2. February
 - Mini golf
 - Makers week planning
3. March
 - Fundraising committee preliminary planning-
 - Volunteer committee preliminary ideas for May Volunteer Week events
4. April
 - PR committee on 2024 Friends of the Library week events-
 - Volunteer committee- Junior Recognition award planning- moving back to June or staying Sept?
 - Fundraising committee 2024 plans formalized
5. May
 - PR committee on 2024 Friends of the Library week events- finalize main event, seek sponsors
 - Volunteer recognition event
 - Programs- Senior breakfast planning
 - Public Relations- Newsletter July/Aug- Ask Fran is we still are doing ?
6. June
 - Junior Recognition award event
 - Senior breakfast
 - Campaign task force preliminary planning
7. July
 - Fund raising update
 - Public Relations- Newsletter Sept/Oct
 - Friends Celebration task force plans formalized
8. August
 - Finance-Initial Budget development
 - Finalize annual letter
 - Finalize campaign details/ letter/listing
9. September
 - Finance- Preliminary Budget 2025 presented
 - Nominating committee- initial discussion officers and committee chairs for 2019



- Public Relations- Newsletter Nov/Dec (this is the annual letter)
- 10. October
 - Finance- Budget 2024 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2024 finalized
- 11. November
 - Annual meeting
 - Budget approval
 - Committee chairs
 - Officers

Mini golf Sponsors as of- Jan 2 to be sent to Friends before meeting.

Map:

