

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
July 17, 2024**

ATTENDANCE: Jay Ambelang, Joan Contess, Amy DeMilt, Rich Diegnan, Robert Re, and Nancy Verduin were present. Mary Fran Daley, Executive Director of the Library and Patrice Cummings, Chair Bernardsville Library Foundation, were in attendance.

Vice President Re called the Board of Trustees (“Board”) meeting to order at 5:32 p.m. and read the Open Meeting Notice as follows:

Notice of Meeting:

- 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 Daily Record. 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](#), and 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 and limit their comments to three minutes.

Disposition of the Minutes of the Previous Regular Meeting (June)

Ms. Verduin moved for the Board to accept the June minutes with minor revisions. Ms. DeMilt seconded the motion. The minutes were accepted.

Ms. Verduin moved for the Board to accept the June Executive Session minutes as presented. Ms. DeMilt seconded the motion. The minutes were accepted as presented.

Director’s Report

Ms. Daley highlighted the following items from the director’s report:

- State of New Jersey statistics and the PLA benchmark are now available. Bernardsville Public Library is in peer group 12, where the average number of programs is 330 while ran 585 in 2023.
- Part time Library Associate position, open due to relocation, will be posted.
- The advent of the Museum Key process has improved the usage of passes from 2 to 35. The process now allows patrons to reserve museum passes instead of hoping they are available when needed.
- We see a significant increase in summer reading program participants year over year.
- Bats have invaded the library. Three were captured (no rabies). The bats will be remediated appropriately on Thursday. The remaining bat guano will need to be assessed after the bats are removed.
- Creative Library Concepts will present their plan at the September board meeting.

- The newsletter will be released in the tax letter this month.

Treasurer's Report

Ms. Verduin moved to approve the treasurers' report and the new bills to be paid as presented. The motion was seconded by Ms. Contess, which was then passed by unanimous roll call vote. Resolution to Act Upon Bills 2024- 22 *passed*.

Questions re the treasurer's report- none

Committee Reports

- **Finance-** No meeting
- **Personnel-**
 - The Committee Chair along with the Executive Director interviewed a candidate to fill the temporary Executive Director position for 3 weeks while the Executive Director is out on leave. Based on the interview and reference check, the candidate was offered the position (28 hours a week)
 - The Committee Chair also joined with the Executive Director to conduct an employee discussion concerning timecards. The matter was successfully resolved and a change in record keeping by the employee is the result.
 - The Committee Chair also received a verbal concern from a staff member, but the Executive Director had already addressed and successfully resolved with the chair of the organization the patron was representing.
 - The committee held a discussion concerning a salary.
- **Policy-** no meeting
- **Planning-** no meeting Initial Creative Library Concepts report is in review with library staff and expected to be presented to the board in September.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin, President of the Friends, submitted the following report:
 - Friends Youth Programming Committee continues to collaborate with the Library on the summer reading events including various reading events in the community and the end of program events in August.
 - Friends has started the draft of their campaign letter and is moving forward with our National Friends of the Library events as previously reported.
 - The Friends is looking for additional members to fill finance, fundraising and public relations committee roles, and ultimately leadership positions.
- **Bernardsville Library Foundation** –Ms. Cummings, President of the Foundation, submitted the following report:
 - The Foundation appeal letter results are currently at 75% to goal.

- The endowment value is over \$700,000 which is a 48% gain from January 2023.
- The 50/50 and grand raffle tickets were mailed. The Foundation Board will be manning tables at the Farmers Market and Starbucks on alternate Saturdays this summer.
- A State of the Library event is planned for September 12, which will include up to 100 attendees (top 50 donors), a library tour, a local historic home presentation, and a Foundation update. The event will be held in the evening in the library.
- The Foundation, corporate sponsorship plan, includes a request for the Foundation to bookplates at the following levels: gold level- 100 book plates, 50 at silver, 25 at bronze. Ms. Verduin made a motion to approve the Foundation request to offer bookplates for their corporate sponsors. Ms. Contess seconded the request was approved by unanimous vote.
- A one-day fundraiser will be held at Cyclebar. A donation of \$50 results in the opportunity to attend a session at the studio.
- The committed funds have been set aside for the Library

Communications:

An employee has requested a leave of absence to complete requirements to complete her degree.

Unfinished Business

New Business

- The Book Club, who will be in place for 20 years, will be recognized.
- Bathroom Renovations: This is due to the ongoing issues with quality, additional architectural oversight is requested which will entail up to \$2,000 in additional funding. Ms. Verduin moved to ratify the request to approve up to \$2,000 in additional Architecture fees, which was seconded by Ms. Contess, and approved by roll call vote. Resolution 2024-23

Mr. Re made a motion to adjourn the open session meeting and conduct an Executive Session to discuss staff salaries. Mr. Ambelang seconded the motion and was unanimously approved.

Adjourned open session at 6:19

Executive Session Personnel Wages and Salaries

Returned to open session 6:30

Mr. Re made a motion to approve the salary adjustments as presented. Ms. Contess seconded the motion, which was unanimously approved by roll call vote. Staff Compensation 2024- 24

At 6:35 p.m. the Public Session was adjourned.

Nancy Verduin
Secretary
Bernardsville Library Trustees