

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
June 18, 2024**

ATTENDANCE: John Bertoni, Joan Contess, Amy DeMilt, Rich Diegnan, Mark Krook, 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.

President Bertoni called the Board of Trustees (“Board”) meeting to order at 5:30 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 (May)

Mr. Re moved for the Board to accept the May minutes as presented. Ms. Contess seconded the motion. The minutes were accepted as presented, with one abstention.

Director’s Report

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

- Repairs to the drywall in the community room are ongoing. As soon as the walls are repaired, the carpet will be installed.
- Election day was successfully held in the library rotunda.
- Quotes were received on snaking the pipes from the single bath to the street to ensure no further blockage exists.
- Summer reading program will start 6/26, a week’s delay, with the expectation that events can be held in the community room.

Treasurer’s Report

Mr. Krook 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- 17 *passed*.

Committee Reports

- **Finance-** No meeting
- **Personnel-** The committee
 - Finalized the Executive Director Goals for 2024
 - Agreed to move forward with an interim director for projected LOA in August. Interview yet to be scheduled with a candidate. Interim director fees within budget.
- **Policy-** Draft of the revised Personnel Manual is being reviewed by outside counsel and will be brought to the committee before submitting to the board for approval.
- **Planning-** Initial Creative Library Concepts report is in review with library staff and expected to be presented to the board in July.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin submitted the following report:
 - Friends of the Bernardsville Public Library has been selected by the United for Libraries Awards & Honors Committee as a 2023 recipient of a National Friends of Libraries Week Award.
 - The Friends Finance committee is reviewing our current reserved holdings and may look to the Board of Trustees for additional guidance on the expectation for the need for capital funding for the next 5 -10 years.
 - The Senior breakfast and program was successfully held at the Community in Crisis center with approximately 30 attendees.
 - Friends Youth Programming Committee is collaborating with the Library on the summer reading events including kick off, 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.
- **Bernardsville Library Foundation** –Ms. Cummings, President of the Foundation, submitted the following report:
 - The Foundation appeal letter results are currently 63% to goal.
 - Endowment value is over \$700,000 which is a 48% gain from January 2023. This is when Peapack Management started managing the funds. In addition, excess funds from other accounts are now regularly moved to an interest-bearing savings account and then into the Endowment. The investment policy was approved by the Foundation in June.

- The 50/50 and grand raffle tickets will be in the mail next week. The Foundation Board will be manning tables at the Farmers Market and Starbucks on alternate Saturdays this summer.
- A gratitude (thank you) event is planned for September 12, which will include up to 200 attendees (top 100 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 is pursuing corporate sponsors, offering three tiers of support. Under consideration is displaying the sponsor logo on the website or other signage and/or a book plate commemorating the corporate sponsorship.
- A one-day fundraiser will be held at Cyclebar. A donation of \$50 results in the opportunity to attend a session at the studio.
- Financial awareness classes are in the planning stages.

Unfinished Business

- Final 2024 Executive Director Goals released to Board

New Business

- LED Lighting upgrade *2024- 20*

A quote for replacement of current lighting to LED lights, of \$24,821 was presented. The Board agreed to pend approval until the scope of the CLC proposal to be presented in July.

- Borrowing Policy *2024-21*

One minor change to the loan period was discussed. This change is due to the nonstandard nature of loan periods for electronic media and museum passes. Mr. Krook made a motion to approve the change to the Borrowing Policy; Mr. Bertoni seconded the motion, which was approved unanimously.

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

Adjourned open session at 6:20

Executive Session Personnel Wages and Salaries

Returned to open session 6:45

- Staff Compensation 2024- 19 Ms. Demilt made a motion to approve the salary adjustments as outlined on the worksheet in the appendix. Ms. Contess seconded the motion, which was unanimously approved by roll call vote

At 6:47 p.m. the Public Session was adjourned.

Nancy Verduin
Secretary
Bernardsville Library Trustees