

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

ATTENDANCE: John Bertoni, Brian Brotschul, Joan Contess, Rich Diegnan, Mark Krook, and Nancy Verduin were present. Mary Fran Daley, Executive Director of the Library. And Patrice Cummings, President of the Bernardsville Library were in attendance.

President Bertoni called the Board of Trustees ("Board") meeting to order at 5:34 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.

**Call to Order**

**Disposition of the Minutes of the Previous Regular Meeting (July and August)**

Ms. Verduin moved for the Board to accept the July minutes as presented. Ms. Contess seconded the motion, and the minutes were accepted as presented.

Ms. Verduin moved for the Board to accept the August minutes as presented. Ms. Contess seconded the motion, and the minutes were accepted as presented.

**Director's Report**

In addition to the Director's report submitted, Ms. Daley noted:

- AED arrived and will be set up in easy access from the community room.
- A facts about the library document, created for the Foundation event, was included in the package.
- Rest room issues are being addressed including some electrical issues and the countertop is being replaced
- Mr. Bertoni suggested an end of project review should be conducted to determine if there are ways to prevent the issues within the context of the bidding process. Dr. Brotschul indicated that the school system may have some resources to assist and there are consortiums that allow you to work outside of the bidding process. While the consortiums charge a fee, they do allow us to pick the contractor.

### **Treasurer's Report**

Mr. Krook moved to approve the Treasure's report and the new bills to be paid as presented. The motion was seconded by Ms Contess. Resolution 2024-26 was approved by unanimous roll call vote.

Additional calls outs were made concerning.

- The Foundation contribution will be provided after their October board meeting.
- There is an underspend in electricity and a little above in gas, otherwise most line items are in line with expectations.

### **Committee Reports**

- **Finance** –Mr. Krook, Ms. Daley and Ms. Brown started the budget discussions, including estimating year end expenses. In October a finance committee will meet to review the draft numbers for 2025. The expectation is to present the draft to the borough in November.
- **Personnel** – Did not meet but Ms. Verduin responded to queries from Ms. Daley concerning open positions. No committee action required.
- **Policy** – Was not discussed
- **Planning** – Ms. Verduin stated:
  - Planning met with Ms. Daley to discuss a request for access to a document, in the Local History room, that is not available for public access.
  - There were two meetings with Skolnick, Architecture and Design Partnership related to designs for the updated children's space. A proposal was received which is higher than expected and will not be pursued.

### **Public Presentations or Comments**

- **Friends of the Library** – Ms. Verduin submitted the following report:

The Friends continue their planning for National Friends of the Library week (October 20-26), which kicked off in September with the Tiny Art Show where we provide the canvas and paints if needed. All entries are due back at the end of the month and will be on display through October, with public viewing and voting culminating with a reception 10/26.

Next Sunday @ 3 Concert is 10/6- Irish Harpist, Sharlys Dugan,

- **Bernardsville Library Foundation** – Ms. Cummings, President of the Bernardsville Library Foundation, presented the following comments:
  - The endowment is currently \$~~5~~74,000+.

- A major donor gratitude event was held on September 12<sup>th</sup>, with thirty-four attendees.
- Grand raffle and 5/50 will be pulled on September 21<sup>st</sup>.

## **Communications -**

Greater Raritan workforce certificate was received and is in the board packet.

## **Unfinished Business – none**

## **New Business-**

- Resolution 2024-27 requesting additional fund for OQW Architects for restroom Project  
A motion was made by Mr. Bertoni to approve additional funds totaling \$1,200 for OQW Architects to be taken out of the reserved funds from the Reid Estate. It was seconded by Mr. Krook and approved by unanimous roll call vote.
- Resolution 2024-28 Decommission of Assets- A motion was made by Mr. Bertoni to approve the decommissioning of assets as presented. It was seconded by Ms. Verduin and approved by unanimous roll call vote.

## **Public Presentation-**

- Creative Library Concepts- Mr. Brad Kingsbury presented a draft of the plan for reimagining the library. Creative Library Concepts is a library furniture and shelving business. Their team of interior designers work with library staff to identify what the needs of the library are. The firm provides plans, at no cost. The highlights of the plan include:
  - Consolidating fiction and nonfiction into one wing.
  - Floor plans presented depicted one of the wings to become the children's area. It included 2 staff stations in children's and 1 in tweens, options for activity tables and other interactive elements as well as gathering areas for families.
  - The linear shelving figures are lower than they are today. Every collection decrease through better management of the collections. We have a large collection compared to the other libraries in MAIN.
  - New book display units will be placed in the rotunda which will also include soft seating.
  - Updating furniture throughout the library.
  - Add private cabanas for individual workspaces which can be modified to allow natural light from the windows. Window treatments will be considered as well.
  - Benches and access to laptop charging stations.
  - Smaller two people tables in lieu of some of the larger tables.
  - Group study and collaboration pods- fully enclosed with ceilings, with lighting and air flow. Two sizes- 1 for 6 and 2 that fit 3 (or 4).
  - Flip and nest tables would be throughout the library including the quiet room thus increasing meeting space.

- The staff area would include new workspaces and shelving areas which accommodate that needs for the inter library loans associated with the MAIN consortium.
- Circulation desk remains but add a welcome desk close to the entrance
- Computers consolidated to one area
- The teen area with swing seating and maker tables would be housed in the current story time room.
- Next step would be to create a budget document and fine tune the plan. The plan will include phases.

At 6:42 p.m. the Public Session was adjourned.

Nancy Verduin  
Secretary  
Bernardsville Library Trustees