

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
April 16, 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 of the Bernardsville Library Foundation, were in attendance.

President Bertoni 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.

Roll Call

Disposition of Minutes of Previous Meeting – Ms. Verduin moved for the Board to accept the March minutes with minor corrections as discussed. Mr. Bertoni seconded the motion, and the minutes were unanimously approved as amended.

Director’s Report

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

- The auditors have wrapped up their audit. One recommendation was purchasing an electronic cash register.
- Assuming no significant issues occur, the restroom renovation is still on time (by end of May). A change order for \$800 was received (for insulation on the outside wall).
- The library’s supply of eclipse glasses ran out a few days before the event.
- MAIN is planning to do an RFP to join with other library systems within the state, which will reduce the costs for ILS.
- Museum Key staff training will occur this week and will be subsequently rolled out to patrons in May.
- Staff development day is May 10th.
- Library of Things will be discussed after the summer reading program is up and running.
- The annual report has been submitted to the state.

Treasurer's Report

We are a quarter of the way through the year. The expectation is that the draft budget will be approved by the Town Council as submitted.

A few line items on the treasurer's report discussed include:

- Gas- seasonal expenses.
- Furniture- reflects 2023 invoices.
- Water- expect a partial reimbursement from the Borough.

Statement of accounts

- Additional expenses were taken out of the Reid Account.
- The overall account is solvent.

Mr. Krook moved to approve the Treasurer's report and the new bills to be paid as presented from 4/1 to 5/21. Resolution to Act Upon Bills *2024-14* and approve the Treasurer's report was seconded by Mr. Bertoni, which was then passed by unanimous roll call vote.

Committee Reports

- **Finance** – no committee meeting held.
- **Personnel** – The personnel committee met to draft the Executive Directors 2024 Goals. We also met to discuss options for staffing adjustments due to vacancies as well as the suggested salaries/wages as posted by the State Library system.
- **Policy** – no committee meeting held.
- **Planning** – no committee meeting held.

Public Presentations or Comments

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

We are beginning to plan for National Friends of the Library week (month of October), with some return programs and some new ones. Our goal is to work with the library to offer programs for all ages. The Friends invitations for our annual volunteer luncheon which is on 5/10 (to coordinate with staff development day programming) have been sent.

- **Bernardsville Library Foundation** – Ms. Cummings submitted the following report:
 - Library Giving Day was April 3rd with results at 56% of last year's total. This year the date fell during Easter which is also the local school vacation week. A change in personnel handling the social media campaign may have also impacted the results. And unfortunately, the letter to the editor advising the public of the event, was not

published. The expectation is that the upcoming fundraising activities will make up for the shortfall.

- The May campaign and June mailing, for the 50/50 and the grand prize, are on schedule.
- The endowment is now over \$700,000.

Communications –

Two part-time employees provided positive feedback in their letters of resignation.

Unfinished Business

Library Space Planning & Capital Projects

We have received a more reasonable quote for the LED lighting and are awaiting more.

In May, Creative Library Concepts will begin measuring the library and will begin discussing the options with the staff. They would attend the Board meeting in May or June to present the ideas to the board. In addition, there will be a list of local libraries we could visit to see prior renovations completed by CLC.

New Business

Hiring of FT Library Assistant

Due to the nature of the part-time position, turnover is high. Turnover and onboarding costs are high. The option to replace the existing 2 part-time vacancies with a full-time circulation staff member was discussed. The Director will ensure that this change will have no impact on the budget. Mr. Bertoni made a motion to add 1 full-time position in lieu of the two part-time vacancies which was seconded by Mr. Re and approved by unanimous vote.

Ms. Cummings asked the Board to consider if there was a way to recognize Ms. Thompson's years of service to the library. Mr. Bertoni will check with the Mayor to determine if the Borough maybe considering a broader tribute (due to her other volunteer activities).

At 6:31 p.m. the Public Session was adjourned.

Nancy Verduin
Secretary
Bernardsville Library Trustees