

approved 2/20/24

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
January 16, 2024**

ATTENDANCE: Jay Ambelang, 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 was 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.

Annual Reorganization Meeting Minutes

Roll Call

Recognition of Reappointed Trustees:

- John Bertoni 2023-2027,
- Mark Krook 2023-2027

Nomination and Election of Board Officers for 2024 was presented by Nominating Chair Robert Re.

Nominated candidates:

- President: John Bertoni
- Vice President: Robert Re (new)
- Treasurer: Mark Krook
- Secretary: Nancy Verduin

The officers were approved by unanimous vote.

Resolution to hold regular, public meetings in accordance with the advertised 2024 dates. 2024-1

President Bertoni made a motion to approve Resolution 2024-1, Library Board Meeting schedule, which was seconded by Ms. Contess and approved by unanimous vote.

Committee Appointments- Finance, Personnel, Policy, Planning

President Bertoni will forward the committee Appointments when finalized.

- Board Representative to the Friends of the Bernardsville Library – Ms. Verduin was appointed to attend the Friends meetings.
- Board Representative to the Bernardsville Library Foundation – Mr. Diegnan, Ms. Verduin, and Ms. Contess were appointed to attend the Foundation meetings.

Resolution to Appoint: 2024-2

- Designation of Purchasing Agent: Mary Fran Daley, Library Director
- Designation of Auditor: Suplee, Clooney & Company, Westfield, NJ
- Designation of Depository of Library Funds: Peapack Gladstone Bank
- Designation of Bank and Signatories: John Bertoni, Mark Krook, Mary Fran Daley, Marie Eleana (“Mimi”) Brown
- Designation of Legal Counsel: John Pidgeon, Michael Cerrone
- Designation of Service Provider: Dublin Maintenance for the duration of its cleaning contract, ending March 1, 2024.
- Designation of Service Provider: Ricoh, USA for the duration of its copy services contract January 2024 through December 2024.

President Bertoni made a motion to approve Resolution 2024-2, Library Board Meeting schedule, which was seconded by Mr. Krook and approved by unanimous vote.

Public Comment - none

Reorganization Meeting was adjourned at 5:45

President Bertoni called the regular board meeting to order at 5:45.

Disposition of Minutes of Previous Meeting – Ms. Verduin moved for the Board to accept the December minutes as Presented. Mr. Diegnan seconded the motion, and the minutes were accepted as presented, with one abstention.

Director’s Report

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

- December programming was especially rich during winter camp week (last week of December) where space camp was the theme.
- January programming is off to a great start with the advent of Mrs. G’s young babies’ class- 0 to 6 months. The existing class is so popular that the program needed to be broken into two age defined sessions.
- The library programming team is actively developing programming for Makers Week (March).
- While E Books can now be taken out via a new state library provided system (Palace), the library is assessing the ease of access so that when released to the patrons, the process is well defined and effective.

Ms. Daley was asked if we are at risk of higher costs due to the usage of the online version of the Wall Street Journal. Ms. Daley reminded the board that the WSJ is now provided by MAIN so our costs will decrease.

Ms. Daley was asked if we would consider an article in the Bernardsville News to promote our upcoming events. Ms. Daley will ask the Bernards Township librarian what the process is and evaluate including it in our communication process.

Ms. Daley was asked about a few negative comments about the library. Since no specifics were provided, the library and team will look for ways to solicit feedback and gain actionable information. It was suggested that we are maybe less visible with the changes to the staff of the newspaper. Ms. Daley will look to see if more publicity is warranted. All board members were asked to probe when comments were received to determine the specifics as it relates to that patron's viewpoint. We will also encourage patrons to speak up to the Borough Council meetings.

Treasurer's Report

Mr. Krook presented the finance report, which does not reflect full expenses for 2023 as two payrolls have not yet been received from the Borough. The expectation is that when included, we will be very close to the budget. The final 2023 finance report is expected to be presented at the February meeting.

Mr. Krook moved to approve the interim Treasurer's Report, to approve the new bills to be paid as presented from 12-19 to present. The motion was seconded by Mr. Diegnan, which was then passed by unanimous roll call vote.

Committee Reports

- **Finance** –no meeting held.
- **Personnel** – The Personnel Committee has requested performance feedback for the Executive Director to be received by 1/26/24. The information will be compiled and reviewed by the Personnel Committee as well as the ED's self-assessment. It will be reviewed with the Board of Trustees in executive session in February.
- **Policy** – no meeting held.
- **Planning** – no meeting held, but the capital planning committee is meeting on 1/17.

Public Presentations or Comments

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

The Friends are actively engaged with the planning and execution of our main fundraiser, A Hole Lot of Fun Mini Golf to be held on 2/3/24. We appreciate the support of the BOT and Foundation members.

- **Bernardsville Library Foundation** – Mr. Re presented comments as provided by Ms. Cummings, President of the Foundation:
 - The Foundation continues to adopt practices that will maximize the value of the endowment, which increased by 30% in 2023.

Communications - none

Unfinished Business –

- **Closing schedule-** The director will make two separate exhibits, one reflecting closure dates and one for full-time employees paid time off. There will be 12 holidays when the full-time staff has the day off as well as 2 days to be taken at their discretion (with advance notice to and approval from the Director). Since this is an increase in the paid time off for full-time employees it should be a positive to communicate to the staff.
- The Resolutions related to the capital plan were not approved as the trustees required additional time to review the plan. The plan and the resolution will be sent to the Board for review at the February meeting.

At 6:37 p.m. the Public Session was adjourned.

Nancy Verduin
Secretary
Bernardsville Library Trustees