

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES**

March 19, 2024

ATTENDANCE: Jay Ambelang, Brian Brotschul, 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. Patrice Cummings, Foundation Chair, was in attendance.

Vice President Re called the Board of Trustees ("Board") meeting to order at 5:33 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 the Minutes of the Previous Regular Meeting

Ms. Verduin moved that the February meeting minutes with minor edits noted, be approved. The motion seconded by Mr. Re was unanimously approved.

Disposition of the Minutes of the February 29th meeting:

Ms. Verduin moved that the minutes from the special meeting held February 29th be approved. The motion seconded by Ms. Contess, was unanimously approved.

Director's Report

In addition to the report as presented:

- A new service to be able to reserve museum passes will be rolled out.
- The costs of e-books have seen significant increase in prices. We are making changes to the books available to mitigate the cost increases. This will reduce the overall offerings.
- Makers Week was well attended.
- We will be soliciting for specific donations for the Library of Things.
- Weeding of books that had not been taken out in the past 7 years is underway.

- The bathroom renovation is going well. Adding shut off valve was accomplished without incident. The only additional cost overbid is adding insulation to the outside wall. The invoice will be forthcoming.
- Capital planning- A Creative Library Concepts representative took a tour of the library and reviewed our thoughts on the prospective changes. Once we receive a high-level timeline and suggestions from the organization it will be shared with the Board.
- A timeline for other capital plans will be released to the board.
- We have received approval to use the borough employee's manual as a starting point for our employee manual. We expect a lawyer to review the manual after drafted.
The janitorial services for the new company were not as presented. The business was not in the cooperative as a cleaning service. We will not be proceeding with the contract to this company nor the fee for the cooperative. The fee to the cooperative was voided as a result. To keep the current cleaning service @ \$30,000 a QPA is required to be engaged. The QPA will be used for other services as well.
- The Borough met last night, and they indicated they will fund our revised budget. The library's 3% increase will be processed once the budget is approved.

Treasurer's Report

Mr. Krook moved to approve to approve the new bills to be paid as presented. The motion was seconded by Ms. Contess. *Resolution to Act Upon Bills 2024-9* was approved by roll call vote.

Since there are changes to the Treasurer's report, it will be reviewed and approved with updated data next month.

The Foundation received a grant for large print books for \$500 which is reflected in the reserved funds.

Committee Reports

- Finance
 - The draft budget approved at our 2/29 meeting was forwarded to the Borough which will be introduced in April and expected to be approved in May.
- Personnel
 - Mr. Bertoni and Ms. Verduin met with Ms. Daley to provide feedback for 2023. The Personnel committee will meet to draft 2024 goals, which will be shared with Ms. Daley for her comments/additions and is expected to be shared with the Board at the April meeting.
- Policy- Did not meet pending the response from the Borough on the employee manual.
 - Ms. DeMilt made a motion to approve the updated membership policy which was seconded by Mr. Re and approved by unanimous vote.
- Planning-
 - Creative Library Concepts- Shared statistics associated with making the children's section of the library a destination for local families. Libraries saw not only an increase in the usage of the children's section but the library overall. We discussed the capital plan and how the library could be reimaged to meet the most pressing needs of the community. (expanded child's area, more rooms for meetings, more usable space, upgrading currently worn flooring, baseboards, etc. We expect a written recap which will be presented to the board and committee. It may be worth visiting libraries where the changes have been made.

Public Presentations or Comments

Friends of the Library- Ms. Verduin provided the following update:

The Friends did not meet in March. Committees are meeting to plan any additional fundraising and National Friends of the Library week. Our first concert is in May 19th ("the Beatles" make a return visit)

Bernardsville Library Foundation- Ms. Cummings provided the following update:

Four new members have joined the board, who collectively bring a wealth of experience which will help with strategic planning and the major donor campaign. The Foundation is projecting to reach our monetary goals in the next 5 years.

April 3rd is Library Giving Day, projecting to start with twenty \$500 matching donors. Our target is to match or exceed last year's total of \$25,000. The annual appeal letter is to be distributed on May 1. To be followed by the 50/50 and the grand raffle (total \$100) starting in June.

Communications-

The Board received a thank you letter from the Friends for the Board participation in A Hole Lot of Fun.

Unfinished Business

Mr. Krook moved to rescind the planned service and appoint Dublin with the contract. Ms. Contess seconded the motion. *2024-10 Resolution to rescind planned services- Educational Data services, and 2024- 12 Resolution to Appoint - Dublin Maintenance* for a cleaning contract was approved by roll call vote.

New Business

Mr. Re moved to approve the resolution to appoint a QPA. It was seconded by Mr. Ambelang *2024- 11 Resolution to Appoint QPA- JPM Advisors, LLC* was approved by roll call vote.

Ms. DeMilt moved to amend the Membership policy. It was seconded by Mr. Diegnan. *2024- 13 Resolution to Amend- Membership Policy* was approved by unanimous vote.

Mr. Diegnan moved for the public session to adjourn, which was seconded by Ms. Contess and approved by all.

At 6:25 p.m. the Public Session was adjourned.

Nancy Verduin
Secretary
Bernardsville Library Trustees