

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
November 19, 2024**

ATTENDANCE: John Bertoni, Amy DeMilt, Joan Contess, Mark Krook, Robert Re, Jay Ambelang and Dr. Brian Brotschul 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 5:30 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.

Roll Call

Disposition of Minutes of Previous Meeting – Mr. Bertoni moved for the Board to accept the October minutes. Ms. DeMilt seconded the motion, and the minutes were unanimously approved.

Director’s Report

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

- Restroom project is complete. Finance Committees of Borough and Library BoT met to discuss overcharges from project, and negotiated a settlement (see Director’s Report for details)
- A draft budget for 2025 will be submitted to Borough’s Finance Committee this Friday for preliminary discussion, however, formal discussions will not take place until the new year
- The location of the farewell event for Mrs. G. has been moved to Bernards High School cafeteria due to overwhelming response. The Director noted the impact Mrs. G. has had on the library community since joining as the Storytime leader and Youth Services Manager.
- BHS Madrigals concert will be held on December 11 at 3pm
- The Director advised that she will soon be requesting some updated equipment and wifi support

Treasurer's Report

Mr. Krook advised of the following:

- We recently received an installment payment from the Borough;
- Will see significant benefits expenses come in, as is typical at this time of year
- Currently underspent on medical/dental insurance in amount of @\$70,000
- A CD matures today and will be reflected on next month's financials

Mr. Krook moved to approve the Treasurer's report and the new bills to be paid as presented. Resolution to Act Upon Bills 2024-30 and approve the Treasurer's report was seconded by Ms. Contess, which was then passed by unanimous roll call vote.

Committee Reports

- **Finance** – no committee meeting held, however, Finance Committee will be presenting a draft 2025 Budget to Borough Finance Committee this week. It is advised that the Director should have a plan put together that is consistent with the BoT plan for 2025, which would then come to the Board for approval. The Director advised that she currently has about \$13,000-\$14,000 worth of items that can be purchased this year; no objections from Board.
- **Personnel** – No meeting this month, however, Ms. Verduin has conveyed that she has set a plan for the Director's review to be completed by February's Board Meeting.
- **Policy** – currently working through the first draft of the Personnel Manual.
- **Planning** – no committee meeting held; still discussing the timing of the Library re-fresh project.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin conveyed, via Director Daley, that the Mini-Golf Event is scheduled for February and the 18th Hole Sponsor has been secured. Additionally, Ms. Verduin will be transitioning from a voting member in the new year.
- **Bernardsville Library Foundation** – Ms. Cummings reported the following:
 - The 2025 Budget has been submitted to the Trustees for review
 - Foundation will be moving away from the 50/50 Raffle and Grand Raffle next year so that it can concentrate on more beneficial donation efforts
 - Recently purchased Donor prospecting data, which will help in solicitation efforts
 - Reached \$800,000 in Endowment Fund, which is up from \$420,000 in January 2023
 - A \$5,000 grant was received in honor of Mrs. G., which is specifically earmarked for children's programming

Communications –

Several donations have been coming in in honor of Ed Mulgrum. Mr. Bertoni also advised that Anita Ghandi will be appointed by the Borough as a new Trustee to the Board next week, and will be sworn in at the December BoT meeting.

New Business

Mr. Bertoni moved to accept the proposed 2025 Holiday and Closing Schedule, which is largely in line with the 2024 Holiday and Closing Schedule, with minor adjustments. Mr. Ambleng seconded the motion, which was unanimously approved. Additionally, the Director presented a list of items for Decommissioning. Mr. Bertoni moved to accept the Decommissioning as presented. Mr. Re seconded. Unanimously approved by role call vote. Finally, Mr. Ambelang advised that he is retiring from the Borough Council and that this will be his last meeting as the Council Designee to the Library Board of Trustees. All thanked Mr. Ambelang for his hard work and dedication to the Library.

At 6:35 p.m. the Public Session was adjourned.

Robert Re
Vice President
Bernardsville Library Trustees