

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY  
MEETING OF THE LIBRARY BOARD OF TRUSTEES  
February 18, 2025**

ATTENDANCE: John Bertoni, Mary Jane Canose, Joan Contess, Amy DeMilt, Anita Gandhi, Robert Re, and Nancy Verduin were present. Mary Fran Daley, Executive Director of the Library was in attendance as well as Patrice Cummings, Chair of the Bernardsville Library Foundation. Mimi Brown, the Library Bookkeeper, was also in attendance. Brian Brotschul and Mark Krook were absent.

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.

**Regular Session Meeting Minutes**

**Roll Call**

**Pledge of Allegiance**

**Disposition of the Minutes of the Previous Regular Meeting**

Ms. Gandhi motioned for the Board to approve the January meeting minutes with no corrections needed. Mr. Bertoni seconded the motion. The revised January minutes were unanimously approved without abstention.

**Director's Report**

Ms. Daley highlighted the following items from the director's report:

- Finances: There are changes to the millage value due to changes in the equalized valuation of Bernardsville homes. Library finance committee will speak to the borough council's finance committee to plan for the library's finalized budget.
- Borough Council's Presentation: On Feb 24<sup>th</sup> at 7pm, Fran will present the 1) library's year in review 2) strategic planning goals and 3) renovation plans to the Borough Council
- Capital Projects: POs for spring renovation project are complete with work schedule confirmation pending. One negative change order for \$47.88.

- **Koha Transition and Staff Development:** Ms. Laura Cole, Ms. Fran Daley and Jack attended MAIN's Koha training. Remainder of staff will be trained March 6<sup>th</sup>. First amendment audit training are planned. Koha will be live in March.
- **Holds Freeze:** While the Koha transition takes place, book holds cannot take place. Transition will complete in mid-March and patrons can look in nearby libraries in the interim.
- **Technology Updates:** LibCal has launched providing a new tool to manage program registrations and calendars which allows for building waitlists, reminders to registrants of event timing and items to bring instead of email reminders. MAIN installed new desktop computers, firewall through TechSoup for 5 years and upgraded WIFI. Transition to Google Drive for cloud storage is complete.
- **Physical Collection:** There is a large book order backlog of thousands of dollars of back-ordered books due to their supply chain issues. Library is working on solutions to get books back in the door including changing book sourcing from mostly Baker and Taylor to mostly Ingram with other vendors to purchase new print materials.
- **Programs:** March calendar includes resuming regular storytimes, movie screening at Bernardsville Cinema, Maker's week and Don Dahler book author interview. Storytimes will be spread across ages and times to allow for accessible programming and alleviate parking issues.
- **Personnel:** New children's librarian is on-boarding and library director self-assessment complete.
- **Facility:** Library IT worked with Trane to input new firewall information. Trane RTU2 issues including pressure sensor failures occurred same as RTU1 last year but fixed for now.

### **Treasurer's Report**

Ms. Contess moved to approve the treasurers' report and the new bills to be paid as presented. The motion was seconded by Mr. Bertoni, which was then passed by unanimous roll call vote.

### **Committee Reports**

- **Finance-** Finance committee did not meet
- **Personnel-** Met for Library Director performance review
- **Policy-** Policy committee did not meet
- **Planning-** Planning committee did not meet

### **Public Presentations or Comments**

- **Friends of the Library** – Ms. Verduin, President of the Friends of the Library submitted the following report:
  - The mini-gold fund raiser raised more than last year.
  - There is no March meeting
  - March events include Maker's event
  - Fund raising idea of meat raffle was discussed and will be taken back to Friends for consideration

- **Bernardsville Library Foundation** – Ms. Cummings, Chair of the Bernardsville Library Foundation, gave the following report:
  - January is off to a good start
  - First fund raiser is planned for April 1 Library Giving Day through online social media and seeking 15 donors for \$500 match.
  - Working on annual appeal letter to go out May 1
  - Library endowment is just under \$900K

**Communications- none**

**Unfinished Business – none**

**New Business**

Decommissioned technology list was provided by Library Director. Mr. Bertoni moved to approve the submitted decommissioned technology list which was then passed by unanimous roll call vote.

The Public Session adjourned at **6:14** p.m.

Anita K Gandhi  
Secretary  
Bernardsville Library Trustees