

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
January 21, 2025**

ATTENDANCE: John Bertoni, Mary Jane Canose, Joan Contess, Amy DeMilt, Anita Gandhi, Mark Krook, 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.

President Bertoni called the Board of Trustees ("Board") meeting to order at 5:31 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

Nomination and Election of Board Officers for 2025 was presented by Nominating Chair Robert Re.

Nominated candidates:

- President: John Bertoni
- Vice President: Nancy Verduin
- Treasurer: Mark Krook
- Secretary: Anita Gandhi

Committee Appointments-

- Finance – Mark Krook- chair, Nancy Verduin, John Bertoni, Joan Contess, Fran Daley
- Personnel -Nancy Verduin- chair, John Bertoni, Amy Demilt
- Planning – Joan Contess-chair, Nancy Verduin, John Bertoni, Fran Daley
- Policy - Amy Demilt- chair, Rob Re, John Bertoni, Anita Gandhi, Fran Daley
- Nominating- Rob Re- chair, Amy Demilt, Brian Brotschul, and Mary Jane Canose

Mr. Re proposed the slate of officers and committee assignments for approval which was seconded by Mr. Bertoni. The officers and committee's assignments were approved by unanimous vote.

Resolution to hold regular, public meetings in accordance with the advertised 2025 dates. 2025-1

President Bertoni made a motion to approve Resolution 2025-1, Library Board Meeting schedule, as noted with the ability to hold bill-only meetings. The motion seconded by Ms. Contess and approved by unanimous vote.

Additional Assignments:

Representative to the Friends of the Bernardsville Library – Ms. Verduin

Board Representative to the Bernardsville Library Foundation – Mr. Re with Ms. Contess as back up.

Resolution to Appoint: 2025-2

Designation of Purchasing Agent for good and services less than the bid threshold (\$44,000):

Mary Fran Daley, Library Director

Designation of QPA: Elizabeth Peddicord through JPM

Designation of Auditor: Suplee, Clooney & Company

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, Douglas Zucker

Designation of Service Provider: Dublin Maintenance for the duration of its cleaning contract, ending March 1, 2025

Designation of Service Provider: Ricoh, USA for the continuation of its copy services January 2025 through December 2025

Mr. Bertoni made a motion to approve Resolution 2025-2, Board Appointments, as noted, which was seconded by Mr. Re and approved by unanimous roll call vote.

Public Comment - none

Reorganization Meeting was adjourned at 5:44

President Bertoni called the regular board meeting to order at 5:44.

Disposition of the Minutes of the Previous Regular Meeting

Ms. Verduin motioned for the Board to approve the December meeting minutes with the noted corrections. Mr. Bertoni seconded the motion. The revised December minutes were unanimously approved without abstention.

Director's Report

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

- \$290,000 was received from the Friends of the Bernardsville Library for the reimagination of the library.
- The Board will vote on the resolutions for the vendors later in the meeting.
- The Library staff is continuing to cull the physical collection.
- There will be a few weeks of disruption of the books on hold as the library transitions from one system to another.
- Comics Plus is getting a lot of use and positive reviews from the school staff.
- The top candidate for the Youth Librarian position- Ms. Bruce will join us in mid-February.
- MAIN is doing several system updates and will be offering in-person training to the staff.
- The 2024 state usage report reflected an increase overall from prior years with high growth in programming and electric media. It was suggested that the Library Director present these good numbers and our upcoming renovations/changes to the media.

Treasurer's Report

Mr. Krook moved to approve the treasurers' report and the new bills to be paid as presented. The motion was seconded by Ms. Contess. Resolution to Act Upon Bills 2025-3 was approved by unanimous roll call vote.

Committee Reports

- **Finance-** The committee met to determine the budget allocations from the library operating funds (\$120,000) and the Friends of the Library (\$290,000). With these funds and the remaining restricted funds from the Reid estate, we are fully able to finance the project.
- **Personnel-** No meeting was held; however, the Personnel Committee Chair conducted an interview with the Youth Librarian candidate. A reminder that feedback on the 2024 Director is due to the Personnel Committee Chair by the end of this week.
- **Policy-** No meeting was held. The personnel policy manual updates are still under review.
- **Planning-** No meeting was held.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin, President of the Friends of the Library submitted the following report:
 - Mini Golf planning is progressing smoothly, with 15 holes sponsored and over 50 sponsors contributing through raffles, food, or monetary donations.
 - Donations for this year's campaign are ahead of last year's figures at this time.
 - Two new board members were recently approved, with two additional nominations scheduled for next month.
- **Bernardsville Library Foundation** – Ms. Cummings, Chair of the Bernardsville Library Foundation, gave the following report:
 - The Foundation ended 2024 on a positive note:
 - \$24,500.00 granted to the Bernardsville Library to close the municipal budget gap.
 - The Endowment, which started 1/1/2024 at \$613,264. Ended on 12/31/2024 at \$849,777, an increase of 38.6%. This unprecedented increase in the value of the

Endowment was due to:

- o A very good stock market in 2024.
- o A dedicated and active Foundation Investment Committee.
- o Excellent management by Peapack Private.
- o “Sweeping” monies at the end of each month from PG Checking (anything over \$20K); to Fidelity Short Term Investment Account (capped at the projected 2025 Library Grant of \$25K); to the Endowment
- o Across the board increases in donations to the General and Endowment Funds in 2024 v. 2023.
- o All “In Memorial” donations go to the Endowment.
- We are dropping the 50/50 and Grand Raffle and turning our attention to Donor Development with more one-on-one meetings with donors and small donor events.
- Madeline English joined the Foundation board

Communications- No new communications

Unfinished Business –

- **Capital Plan Updates 2025-4**

Capital Plan Updates- The Board received an updated capital plan, which was moved for approval by Mr. Bertoni, seconded by Ms. Verduin, and unanimously approved by roll call vote.

- **Acceptance of Capital Funds from the Friends of the Bernardsville Library 2025-5-**

Mr. Bertoni moved to approve the acceptance of \$290,000 funds from the Friends, with Ms. Verduin seconding the motion. The motion was unanimously approved by roll call vote.

- **2025 Renovation Resolutions 2025 6 to 2025 17**

The contract amounts by vendors we will use for the renovation are as follows:

GPC, Inc.	\$ 85,060.50	ESCNJ 24/25-02	2025- 6
Hannon Floors	\$ 95,139.45	NJ State 23-FOOD-47764	2025- 7
ADS	\$ 7,800.00	None	2025- 8
Generations Quote	\$ 27,681.00	ESCNJ 23/24-02	2025- 9
AIS	\$ 11,442.50	NJ State 19-FOOD-00876	2025- 10
Creative Library Concepts	\$ 39,016.28	None, res. excludes ConnecTrac	2025- 11
FOMCORE	\$ 5,078.46	ESCNJ 22/23-08	2025- 12
JSI	\$ 16,683.12	NJ State 25-COMG-94091	2025- 13
Kreuger International (KI)	\$ 90,068.24	ESCNJ 22/23-08	2025- 14
Media Technologies	\$ 281,007.06	ESCNJ 22/23-08	2025- 15
Smith System	\$ 1,503.15	ESCNJ 22/23-08	2025- 16

TMC Aurora	\$ 86,224.31	ESCNJ 22/23-08	2025- 17
------------	--------------	----------------	----------

Mr. Bertoni made a motion to accept resolutions 2025-6 through 2025-17 for the reimagination of the library, which was seconded by Mr. Re and approved by unanimous roll call vote.

New Business

Ms. Daley advised that our old water cooler needs to be disposed of. Mr. Bertoni made a motion to accept asset disposal which was seconded by Ms. Contess and approved by a unanimous roll call vote.

The Public Session adjourned at 6:25 p.m.

Nancy Verduin
Past Secretary
Bernardsville Library Trustees