

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

ATTENDANCE: John Bertoni, Brian Brotschul, Mary Jane Canose, Joan Contess, 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 Micheal Myers, Treasurer of the Bernardsville Library Foundation. Mimi Brown, the Library Bookkeeper, was also in attendance.

Absent: Amy DeMilt

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.

Regular Session Meeting Minutes

President Bertoni called the regular board meeting to order at 5:31 p.m.

Roll Call

Pledge of Allegiance

Disposition of the Minutes of the Previous Regular Meeting

Ms. Gandhi motioned for the Board to approve the February meeting minutes with the noted correction. Ms. Verduin seconded the motion. The revised February minutes were unanimously approved without abstention.

Director's Report

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

Funding: Regarding the change in millage from the Borough's equalized valuation, awaiting a reply from the Borough's finance committee about the amount of funding they are moving to budget for the library in 2025.

Audit- Suplee, Clooney & Company LLC has completed reviewing documents and awaiting publication of report of the audit of the 2024 books.

State Report- The New Jersey State Library's Annual Survey, Application for State Aid, and Accuracy Certification have all been officially submitted (and circulated during the BoT meeting). Program soundness and other highlights were included in the presentation to the Borough Council on February 24th.

Payroll- The Borough and Library are sunsetting the practice of shared payroll beginning April 11th/ Q2. The library will transfer to their own account with the same vendor, PrimePoint, and has obtained an on-call consultant for human resources questions and issues. The consultant is expected to be utilized for 4 hours annually.

Capital Projects- Projects in progress include painting and LED lighting installation in south wing. Parts of collections are blocked off for safety reasons. The donation plaques will be displayed elsewhere or otherwise memorialized. The murals in the current children's section will be painted over. Furnishings have begun shipping to the CLC warehouse and can be stored there for up to 4 months and there is low risk of going beyond this. Overton and Associates has quoted options for packing, relocating most of the collection and pulling out shelves. This is expected to be a few thousand dollars. The "Go" date for mini-closure is in flux due to changes in availability in Formica caused by flooding challenges in North Carolina but expected in mid-May or early June. Carpeting may also impact on scheduling.

Staff Development Day- The law firm Wiley Malehorn Sirota & Raynes sponsored Carolyn Duff, Esq. to present information and strategies for first amendment auditors in public areas. Staff trained for Koha transition expected to go live in late March. Throughout the Koha training some policies and procedures were reviewed including privacy policies. The Friends of the Library provided lunch.

Physical Collection- Books from Baker and Taylor have started to come in as supply chain issues improve and expect April to continue progress. A new vendor is needed for DVDs.

Communications- The library director presented the library's Strategic Plan, 2024 Year in Review, and Reno25 to the Borough of Bernardsville Council.

Programs- Makers Week consists of ~10 events next week including an author visit from Jerry Pallotta of the Who Would Win?! Series, cupcake decorating, wood and needle crafting and an author talk with local newscaster Don Dahler.

Statistics Correction- The WiFi statistics that were missing in February because of the firewall changeover have been obtained and inserted into the spreadsheet which is shared monthly.

Other: Bathroom drain issues are being addressed.

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, which was then passed by unanimous roll call vote.

Committee Reports

- **Finance-** Did not meet. One pending item is feedback from the Borough of Bernardsville Council on 1) library support and 2) salary increases. The library has 3% built into draft budget until feedback is received.
- **Personnel-** Ms. Verduin met with Ms. Daley and signed off on the Directors Performance Review 2024. Waiting on calendars to schedule 2025 goals discussion.
- **Policy-** Policy committee did not meet. Ms. Daley communicated 1) the personnel manual is coming together and a \$1500 credit to the library was given by lawyer for this delay and 2) issue has been raised by Koha about minors' privacy policy if parent has not signed off on library card. This needs further discussion at the next meeting.
- **Planning-** Nothing to report.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin, President of the Friends of the Library submitted the following report:
 - Lunch was provided by Friends for Staff Development Day
 - Cupcake decorating event will be provided by Friends during Makers Week
 - Sunday Concert Owls & Lions was successful with ~60 attendees.
 - Upcoming April 6 Marimba and Percussion Concert
- **Bernardsville Library Foundation** – Michael Myers, Treasurer of the Bernardsville Library Foundation, gave the following report:

Library Giving Day is Tuesday, April 1st

- Average income for the last 3 years is \$15,000.
- We have a matching gift fund of \$7,500 from 14 generous Bernardsville donors.
- We are hoping to raise \$15,000-\$25,000 on Library Giving Day, Tues. April 1.

Our 2025 Annual Appeal Letter will be mailed to all residents of Bernardsville and Far Hills on May 1, 2025

The value of the Library Endowment stands at \$886,138.56 as of February 28, 2025

Communications-

Request from Ms. Verduin, on behalf of Score, a non-profit volunteer organization to mentor small businesses, to put Bernardsville Library logo on their website was approved.

Unfinished Business – none

New Business

1. Library Director distributed and presented list of library property to be discarded.

Mr. Bertoni motioned to the Board to approve the de-accession of items technology hardware as listed, library furnishings as listed, and books/music/CDs/DVDs as listed. The motion was unanimously approved without abstention.

The Public Session adjourned at 6:02 p.m.

Anita K Gandhi
Secretary
Bernardsville Library Trustees