

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
April 15, 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 was Patrice Cummings, Chair of the Bernardsville Library Foundation. Mimi Brown, the Library Bookkeeper, was also in attendance.

Absent: Brian Brotschul

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.

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 March meeting minutes with the noted correction. Ms. Contess seconded the motion. The revised March minutes were unanimously approved without abstention.

Director's Report

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

Finances: The Borough of Bernardsville budget was moved on March 24, 2025 and included support of the full library request and will be adopted on April 28, 2025. Minor changes to the original October draft budget were agreed upon by Mr. Krook and will be voted on at the May Board of Trustees meeting. Current staff raises are stated as 3% and further discussions will take place later.

Fines and Borrowing Periods: In the new Koha system, items loaned to patrons follow the transacting library rules (not the lending library) including late fines. Bernardsville library is one of the few libraries that incur late fines. The borrowing policy may need to be updated.

Capital Projects: Phase 1 of painting is complete. Most LED lighting is installed. Overall, there has been some staff/patron disruption, but the library has stayed open through it. The painting quote did not include corner guards which the library will order and install. The expected cost is ~\$200. Carpeting will begin in phases starting in early June. There will be a partial closure expected to start June 10 and last 2 weeks. Expect full opening in mid-July. As such, the summer reading program on June 14th will be conducted outside.

IMLS Funding and the NJ State Library: IMLS funding has ceased. The impact is on the logistic company LibraryLinkNJ. As such, delivery costs may increase, however this is dependent on the NJ state budget passing or not.

Book Drop: The book drop has been relocated and installed closer to the library's main doors. Claims from 4 previous crash incidents at the previous location were found.

Collection: Shipments continue to improve with seven boxes delivered by Ingram today. The shipping costs were higher than expected and follow-up is needed.

Communications: Due to the recent reservation of the Community Room by an elected official, the public had questions about the library policy regarding use of the Community Room. It was communicated that public officials are allowed to reserve this room in accordance with the library's Room and Community Spaces Use Policy. It was noted that any communication ahead of the meeting did not originate from the library.

Programs: Maker's Week in March included author visits and April offerings include Mermaid and Pirates breakfast and a dance workshop.

Statistics Correction: The demand management numbers are incomplete due to the new Koha system and will be updated in May with a new tool.

Summer Library Lunches: The Board of Trustees approved Ms. Daley's request to solicit support of a local community group to sponsor or raise funds for a grab-n-go summer lunch meals program. This would begin after the renovation ends. Currently the library is ineligible for the USDA-sponsored free summer library lunch program.

GRWSB Application: The library applied to the Greater Raritan Workforce Development Board for a free summer teen helper to work 200 hours between May and October.

Foundation Collaboration: The Foundation supported bookkeeper has resigned. Moving forward, the library and Foundation have agreed to put these funds towards library staff wages and the existing library staff will absorb the bookkeeper tasks of thank you notes and database management.

Pinwheel Garden: Purple pinwheels along the front walk of the library were made possible by Nancy Verduin in cooperation with the Borough of Bernardsville in honor of National Child Abuse Prevention Month.

Library Birthday Celebration: A combined event to celebrate both the 25th anniversary of the current library building and re-opening post renovation will be planned after Labor Day.

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- none**
- **Personnel-** The committee needs to finalize goals and consider fine-tuning metrics.
- **Policy-** Committee will meet on policy manual.
- **Planning-** Committee met and will provide an update on how the library is performing against the strategic plan. The five strategic goals remain relevant and specific 2025 goals may need refining.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin, President of the Friends of the Library submitted the following report:
 - Marimba concert performance was held
 - Senior breakfast is planned for June 6 with no bussing of seniors from surrounding areas and main food items will be catered.
 - 2 new members joined
 - The Annual Campaign Letter drafting will begin in June
- **Bernardsville Library Foundation** Ms. Cummings, Chair of the Bernardsville Library Foundation, gave the following report:
 - April 1 Library Giving Day yielded a record amount of \$21,560 with about half of the 21 donors giving via online donations. The uptick in online donations can be attributed to increasing social media and peer to peer fundraising.
 - The annual Appeal Letter will be out in mid-May

Communications- none

Unfinished Business – none

New Business- none

Resolution to de-accession items submitted for decommissioning including 3 computers, 1 laptop, 2 tables and 1 file cabinet was presented. Mr. Bertoni moved to approve, and the motion was seconded by Ms. Verduin, 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