

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY  
MEETING OF THE LIBRARY BOARD OF TRUSTEES  
May 20, 2025**

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

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. Verduin motioned to the Board to approve the April meeting minutes. Ms. Contess seconded the motion, and the April minutes were unanimously approved.

## Director's Report

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

- **Budget Approval:** The Borough has officially approved our requested allocation of the library's proposed budget for the upcoming fiscal year.
- **Collection Development:** As we prepare for the library's reimagination project scheduled to commence in June, our collection is undergoing adjustments to align with the forthcoming changes.
- **Water Fountain Status:** The existing water fountain is no longer operational. We are currently assessing whether the bottle-filling station can serve as an adequate alternative. Should a replacement be necessary, the estimated cost is approximately \$9,000.
- **Summer Reading Program:** The kickoff event for this year's Summer Reading Program is set for **June 14**. We look forward to engaging the community in a season of reading and activities.
- **Capital Improvements Communication:** A postcard detailing our planned capital improvements and the anticipated temporary disruptions to library services has been mailed to all residents to keep them informed.
- **Summer Lunch Initiative:** The Friends of the Library will sponsor the Summer Lunch Program. Promotional materials will be available online shortly. In collaboration with the local food bank, storage for food items will be provided at their facility, with costs incurred only for the supplies utilized.
- **Internship Program:** We have identified a promising candidate for our internship program and are in the process of finalizing the appointment.

## 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.

### Call outs

- Capital project expenses are now being tracked and shown on the exhibits.
- Budget is no longer a draft and will be presented for approval.

Mr. Krook made a motion to approve the annual budget which was provided in our packet. The motion was seconded by Mr. Re and unanimously approved of by roll call vote.

## Committee Reports

- **Finance-** Did not meet
- **Personnel-** The committee will meet to finalize goals and consider fine-tuning metrics. A meeting was set of for June 12<sup>th</sup> @ 4:30.
- **Policy-** Committee met to review the revisions to the policy manual. The next step is feedback from the law firm.
- **Planning-** Committee did not meet but will provide an update in the third quarter 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:
  - The third Sunday @ 3 concert of the year will be on 6/1.
  - Senior breakfast is planned for June 6. We expect 50 to 60 seniors.
  - The Friends Youth Programming Committee is actively involved in support of the summer reading program.
  - The annual campaign letter drafting will begin in June.
- **Bernardsville Library Foundation** Ms. Cummings, Chair of the Bernardsville Library Foundation, gave the following report:
  - The annual appeal letter will be in the mail in May.
  - The Foundation's endowment has grown to nearly \$1 million. To ensure sustainable and strategic support for the library, the Foundation will be developing a formal distribution policy. This policy will outline the procedures and criteria for allocating endowment funds, aiming to provide consistent and impactful financial support for the library's ongoing and future initiatives.

**Communications-** none

**Unfinished Business** – none

## New Business-

- **June Regular meeting** will be conducted via zoom as the library will be under renovation. July and August will also be conducted via zoom.
- **Renovation Resolution 2025- 24**
  - Electrical Repairs and additional outlets with Core Drilling per CLC drawings
  - Ocean Construction LLC- ESCNJ Bid # 22/23-33 \$14,500
  - The estimate is for the coring only. There will also be a bid for the electrical costs.

Mr. Bertoni made a motion to approve the resolution to contract with Ocean Construction for core drilling for \$14,500. The motion was seconded by Ms. Verduin and approved by unanimous roll call vote.

- **Resolution to Deaccession** items Resolution 2025-25
  - Technology hardware as listed
  - Library furnishing as listed
  - Books and DVD

Mr. Bertoni made a motion to approve the resolution to deaccess the technology, furnishing and materials as presented. Ms. DeMilt seconded the motion which was approved by unanimous roll call vote.

- **Library hours-** Based on budget approval, the library will expand its Thursday hours and extend closing to 9 PM Monday- Thursday. At the library director's discretion additional hours will be instituted after the reimagination is completed.

The Public Session adjourned at 6:07 p.m. and the Board entered the Executive Session.

Mr. Bertoni called the public session to order at 6:10

Mr. Bertoni made a motion to accept salary increases to library staff wages as discussed in Executive Session. Ms. Contess seconded the motion that was approved unanimously by roll call vote.

The Public Session was adjourned at 6:14

Nancy Verduin  
Vice President  
Bernardsville Library Trustees