

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
June 17, 2025**

ATTENDANCE: John Bertoni, Mary Jane Canose, Joan Contess, Amy DeMilt (joined ~ 6pm), 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.

Absent: Brian Brotschul

President Bertoni called the Board of Trustees ("Board") meeting to order at 5:32 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 5:33 p.m.

Roll Call

Pledge of Allegiance

Disposition of the Minutes of the Previous Regular Meeting

Mr. Bertoni motioned for the Board to approve the May regular session and executive session meeting minutes with the noted corrections. Mr. Krook seconded the motion. The revised May minutes were unanimously approved with abstention from Ms. Canose and Ms. Gandhi.

Director's Report

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

Operations: Library hours will extend Thursday evenings to 8 p.m. to begin after the renovation, and then until 9 p.m. Monday through Thursday to begin after Labor Day.

Senior Luncheon- The Friends of the Library hosted the senior luncheon with music and songs provided by the Alstroms. The Alstrom family additionally offered the gift of a pre-owned keyboard, but the library declined due to space considerations.

Summer Reading- The kickoff on June 14th had 148 attendees who were able to sign up, claim a free book, visit tables of local organizations, play games, make slime, and enjoy a popsicle.

Collection- Most of the collection is inaccessible, but patrons have been cheerful about the minimal mini-library with the promises of the newly renovated space. Staff continue to assist patrons in placing holds and making the most of the Community Room collection.

Moving Costs- The Library Director has indicated an additional \$16,400.00 in moving expenses will be incurred as part of the capital project. The Director has requested that this be paid for from the undesignated portion of our Restricted Funds Account.

Capital Finances- The expenses of the floor coring and electrical and data work leave a total of \$11,915.28 of capital funds left to complete our expansive renovation. Fran would like to request an additional \$24,000 from the undesignated portion of our Restricted Funds Account to cover the cost of:

- Painting technical services, the administrative offices, the director's office, and the staff room \$11,327.50
- replacing the Circulation Desk countertops \$8,080.12
- replacing corner guards \$880.00
- Adding 8 additional Community Room chairs, 6 additional Small Meeting Room chairs, and one additional flip-top table, totaling \$5,050 (approximate)
- Adding a wall brochure holder \$300- \$900
- Adding two wall-mounted whiteboards \$200- 600
- Adding a television and Switch for use in the Teen area \$600

Capital Projects

- Water Fountain- No plan to replace the water fountain, pending final confirmation from the Borough that our bottle filler is sufficient. A cup dispenser for individuals not using water bottles has been set up.
- Painting and carpeting near completion and electrical work will continue for 3 days
- One new library staff onboarded and will predominantly work weekday evenings.
- Cost-of-living adjustment (COLA) for Library director is on executive session agenda.

Mr. Bertoni motioned to approve the capital finance and moving costs from the undesignated portion of our Restricted Funds Account. The motion was seconded by Mr. Krook, which was then passed by unanimous roll call vote.

Treasurer's Report

- Library is 42% of way through 2025 budget
- All expenses are tracking as expected across all categories

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. Resolution to Act Upon Bills 2025-3 was approved by unanimous roll call vote.

Committee Reports

- **Finance-** Committee did not meet.
- **Personnel-** Met regarding 2025 goals to assess any changes to aid in the 2025 end of year review of library director including defining meets versus exceeds and address over-lapping measurements. Goals themselves were not changed.
- **Policy-** Committee did not meet. Waiting on re-write from law firm for personnel manual which was submitted 2 weeks ago.
- **Planning-** Committee did not meet and will update in the Fall.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin, President of the Friends of the Library submitted the following report:
 - Senior breakfast was sponsored
 - October National Friends Week planning has commenced
 - Drafting of the campaign letter has begun
- **Bernardsville Library Foundation** Ms. Cummings, Chair of the Bernardsville Library Foundation, gave the following report:
 - Annual letter came out in June
 - Foundation endowment assets approaching \$1M and will meet with finance committee for how/when to disperse endowment which will take further discussions
 - Gratitude event timing is TBD to honor major donors
 - Foundation Giving Program- postcards have been sent
 - Memoriam page has been updated

Communications- none

Unfinished Business – none

New Business- none

The Regular Session adjourned at 6:16 pm to go into Executive Session.

The Regular Session returned at 6:29pm.

Mr. Bertoni motioned to approve the 3% increase in COLA to library director effective July 2025 and adjustments to the Director's 2025 Objectives. The motion was seconded by Ms. Contess, which was then passed by unanimous roll call vote.

The Regular Session adjourned at 6:31 pm.

Anita K Gandhi
Secretary
Bernardsville Library Trustees