

April 2nd, 2025 – 7:00

Attendees: Kathleen D, Jerry C, Victoria O, Nancy G, Nancy V, Nina A, Janet L, Bob B, Elizabeth S, Kate B, Allie P, Carolyn D, Alicia O, Mary Fran D, Susan H, Kathy P, Kim D, Patrice C

President's remarks- Nancy V

Welcome

Discuss 6:30 meeting start in future if we continue to come up against 8pm library closing time.

Nominating: Nancy G

Honorary Board Position (per Bylaws) –

The board may appoint non-voting members to the board. These individuals are aligned with the board mission and want to contribute to our mission but may not be able to fulfill all duties. They will get notice of meetings, the agendas, recaps, and all materials but will have no voting rights.

Presentation of Nominees for Board Member-

Kate Buchheim: nomination seconded, all present voted in favor.

Nicole Woods will be nominated in May

Presentation of Nominees for Honorary Board Members

Patrick York: nominated seconded and passed.

* Four Board Members opposed and/or abstained; group discussed necessary obligations and rhythms for ensuring all Honorary Members contribute meaningfully. Consider amendment to bylaws to clarify removal procedures for removal of Honorary Members.

Board Member Position Description-

The position description (see attached) will be helpful for prospective board members as well as the existing members. This will help the new President/Vice President as the move forward in 2026.

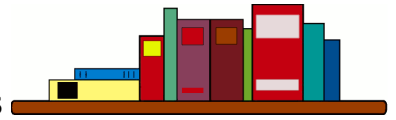
- No comments or concerns.

President remarks continue

Board contributions on time, money, and events-

We are an active board with a lot of events planned throughout the year. This puts pressure on each of us to contribute and to event planners to get volunteers. We propose:

- Designate requests for money or items as optional for volunteers (as it always has been) but advise event planners that the Friends budget will kick in.



- Senior breakfast- changes discussed last year were to have catered and smaller expected attendees, but Friends can provide goodies (I have a French toast bake that was popular last year and will supplement what we order from restaurant)
- Cake mixes, lottery board, items for Xmas tree, candy for goodie bag, concert snacks. Etc. Can all be addressed from the budget
- Asking for volunteers, we will add an 'alternate' option when we request volunteers. While I put it on my calendar, I know I have waited to see if another volunteers. With an alternative option, the event planner will know there is someone who will assist if needed.

Key milestones and dates:

3. March

- Adult Programming- concert dates set, concert musicians identified for fall
Completed
- Finance mid-year assessment of investments
- Fundraising committee preliminary planning - **move to later in 2025**
- Volunteer committee preliminary planning Volunteer Week events- Volunteer Recognition (assuming in May) **Event held**
- Youth Programs- Maker's week held

4. April

- Fundraising committee 2025 plans formalized - **move to later in 2025**
- PR committee – preliminary discussion/planning on 2025 Friends of the Library week events
- Youth Program- summer events planning]

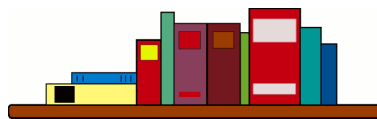
5. May

- Adult Programs- Senior breakfast planning
- PR committee- 2025 Friends of the Library week events- finalize main event, seek sponsors
- Volunteer recognition event held- **In March for 2025**
- Youth Program- summer events planning

Transition planning: I am working on step 2- Copies of the draft job description (key roles and responsibilities) is included

2. Clarify and Document Your Current Role and Responsibilities- **in process draft to be released by mid-February and ongoing updates throughout the year**

- **Create a Comprehensive Transition Guide:** Document all the responsibilities you currently manage as president, including any ongoing projects, relationships, and key deadlines. This guide will serve as a reference for the new leader. **Milestone list will be updated to be inclusive of all deadlines/milestones**
- **Include Key Contacts:** Make a list of critical contacts you interact with (library staff, community partners, donors, etc.) and the status of any current initiatives or fundraising campaigns.



- **Outline Your Leadership Style:** Share insights into your leadership style and any best practices that have worked for you. This will help your successor understand the expectations and cultural dynamics of the board.

May meeting – I will be away, and Carolyn has agreed to run the meeting

Moving September 3rd meeting date- several board members have indicated this may not be a good night for them as they prepare for back to school the next day. **10th is better for everyone; Fran to confirm we can reserve room.**

Board of Trustees- Awaiting finalization of the budget with the borough, moving forward with the reimagination.

Vice President Remarks- Vacant- Need to fill this year, 2 co vice presidents?
Foundation meetings

Recording Secretary- Nina
February minutes – no updates.

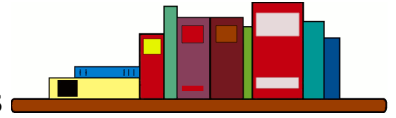
Correspondence – Nancy G
None.

Treasurer's report- Bob Baker

- Preliminary revenue and expenses from Mini Golf shared and discussed (net profit increase of \$2,000 over last year)
- Q1 financial report shared and discussed.
- 160 donors, 17 are new (10% gain on new donors).

Library Update- Fran

- Mermaid breakfast registration hasn't opened but we expect it to be better. Will need some volunteers.
- Renovations are ongoing. Expect longer closure around early June (full shutdown possibly June 10) and plan to reopen fully around July 4.
- Budget in approval stages. There have been some minor adjustments to the budget; this will be moved to the Board later this month.
- IMLS (primary federal/state funder of the library) employees have been put on administrative leave. Main impact for us could be book delivery (may have to adjust services/workload on that front).
- Will have a lot more new books coming soon as a result of some technical shifts.
- Summer Reading Kick-off tentatively scheduled for Saturday June 14 @11am; will be asking for volunteers for summer reading sign-up, activities, etc



- Summer Reading Wrap will be August 20, 5pm performance of some kind followed by ice cream social.
- Thank you for supporting wonderful recent events like Makers Week.

Public Comments: Patrice Cummings, Foundation

- Library Giving Day was yesterday 4/1 and was very successful (looking like a 25% increase over last year). We are very grateful to everyone who donated, and are still taking donations online through the end of the week (www.bernardsvillelibraryfoundation.org) and donations are still being matched. This money will help support library operations this year. Having larger social media presence this year may have attracted a wider audience. Annual appeal letter will be going out in May. Spending time meeting individually with donors to get to know the donor community better.

Reports by committee chairs-

Finance- Bob/Matt

- Updated investment analysis and balancing shared during meeting.

Nominations: Nancy G

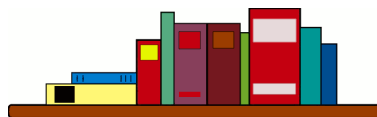
Committee Changes

Fundraising Committee position: not focused on directly asking people for money; rather, more related to fundraising events like Mini Golf and creating innovative opportunities to engage the community in raising money for the library.

Committee Openings: Status

- Kate will be on the Youth Program Committee and Fundraising (but may engage with PR as well to see best fit)

Friends of the Bernardsville Public Library Board of Directors



2025 Committee Assignments

Finance Includes tax letters	Fundraising includes campaign	Nominating	Programs Youth	Programs Adult	Public Relations	Volunteer Recognition
Matthew Porter (Co-Chair)	Vacant (Co-Chair)	Nancy Goguen (Co-Chair)	Meghan Scott (Co-Chair) (LOA 1/25)	Jerry Clark (Co-Chair)	Alicia Ochs (Co-Chair)	Victoria Oliveira (Co-Chair)
Vacancy (Co-Chair)	Jerry Clark (Co-Chair)	Carolyn Duff (Co-Chair)	Allison Porter (Co-Chair)	Kathy Peachey (Co-Chair)	Kim Donaghy (Co-Chair)	Kathy Peachey (Co-Chair)
Maria Parrella – Tax letters as well as committee	Kathleen Doran	Kathleen Doran	Elizabeth Stryker	Susan Horowitz	Nina Alstrom	Nina Alstrom
Nancy Goguen	Alicia Ochs		Kathy Peachey	Janet Loengard	Bob Baker	Susan Horowitz
Bob Baker	Carolyn Duff		Victoria Oliveira		Elizabeth Stryker	

1. Campaign Task Force: Meghan Scott, Allison Porter, Nina Alstrom, Janet Loengard
2. New Homeowner letters: Maria Parrella
3. Tax Letters- Maria Parrella
4. Attend Foundation: Carolyn Duff for 6 months, through the July 2025 Foundation meeting

Issues

1. No vice presidents

Programs- Youth- Allison

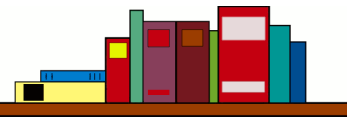
Maker Open House (March 23, 2-4pm)- recap

- Not a ton of people in attendance
- Makers that were there were really great at interacting with attendees
- Thank you to Victoria, Kathy, and Elizabeth for volunteering
- For next year, might be beneficial to be clearer about people just being able to drop in rather than commit to a specific time
- Have pictures to use for social media next year

Youth Committee updates:

- Tournament of Books currently underway. Began 3/16 and will run until 4/13. Week/ Round 1 had approximately 30 voters
- Cupcake decorating took place 3/26 - 31 kid attendees + their grown-ups
- Sign-up Genius went out for the Mermaid/Pirate character breakfast on April 19th and was sent again during meeting – please sign up if you can volunteer!
- Planning meeting for summer reading to take place April 8th, so more updates in May

Programs Adult- Jerry



March concert- Owls and Lions- Recap- great concert! 60 in attendance. Thank you to Kathy for pulling it all together!

Next one is April 6th- Marimba and piano (Duo, Greg Gianscolli and Ron Stabinsky; arriving at 2pm to perform at 3pm)- **could use a few people to help with set up and clean up.**

Public Relations- Alica / Kim

Please see the update below from the PR Committee:

- We held our first committee meeting this week to review and redistribute tasks within the committee and to discuss the process moving forward. Current roles and PR plan are kept on the Library Friends PR Plan spreadsheet in order to keep things organized.
- Current social media metrics:
 - Facebook - page visits up 85.3% from last year. 12 new followers since Jan 1 (a 140% increase from last year). Content interactions up 48.4% from last year, and 7,700 content views since Jan 1. Currently 209 followers.
 - Instagram - 8,400 content views since Jan 1, our reach has grown 214% since last year at this time. Content interactions are up by 100%, and we've had 47 new followers since Jan 1st. Currently 647 followers.
- We want to kindly remind the Friends to follow "the process" when you need PR for an event- that way, we have sufficient time to create content if needed (this is more time consuming than you might think). The link to the form is here. If we have enough of a heads up, it will give us time to move postings around on the calendar. Also, please be specific in where you want things posted- ie, friday folder, paper flyers, etc.
- We discussed sharing certain posts to the Bubble in addition to the regular posts on our SM pages. Tagging collaborators also helps get our accounts out there and gain followers.
- Thank you to Bernardsville Library's own social media team for sharing our pages! Helps us grow followers.

Volunteer Recognition- Victoria/ Kathy

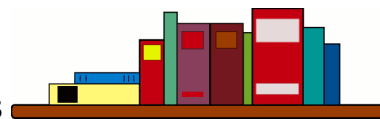
The staff appreciation luncheon occurred in conjunction with the staff development day. The library staff are grateful for the food and company. And thank you to Carolyn for her presentation!

Fundraising- Jerry/Vacant

Reforming efforts, new members

We will be getting into shape during our "off season" and start brainstorming / planning fundraising events for the next fundraising year. Bingo was mentioned by some of the attendees to adult night. There was a definite interest in its return to the library.

Possible collaboration with Kemmer library on car show.



We are looking at having an antique car show run by Friends of Kemmerer Library and sponsored by Hagerty Car Insurers and in partnership with Sunday Motor Company in Madison. Hagerty would sponsor the event and bring antique cars to display. They do this with hopes of attracting car enthusiasts who might consider purchasing insurance through Hagerty. We are thinking about partnering with another library to boost attendance numbers. We think this would have broad appeal to car enthusiasts, history lovers and local residents.

We would not sell tickets; but rather it would be a free event and are thinking because its free people might be more willing to spend money at the event via food sales and a 50/50 raffle.

If you chose to participate, you would receive a share of the event's proceeds. The amount would be based on what resources you brought to the table. So, for example, if you got another sponsor, depending on the amount, we could split the profits vs obviously a smaller amount if all you did was promote it.

Friends of the Bernardsville Public Library Key Dates 2025

Meetings: 5/7, 6/4, 7/9, 8/6, 9/3, 10/1, 11/5, 12/3,

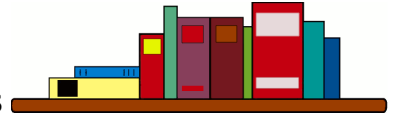
Concerts:

April 6	Marimba and Piano (duo: Greg Giannscoli and Ron Stabinsky)
May 18	Mariachi Citallali (4 musicians)
June 1	Lazy Sky Band (Acoustic Bluegrass trio)
October 5	Cocococachoo, Simon and Garfunkel Tribute (duo: Ed Jankiewicz and Tom Johnston)

Annual Campaign: November 2025

National Friends of the Library Week: Oct. 19-25, 2025

Full year milestones listing: https://docs.google.com/document/d/1y_av4FLbJOn64aS8QSRwpZ8N8GEIOEYL/edit?usp=sharing&ouid=107539267227726071293&rtpof=true&sd=true



Roster:

<https://docs.google.com/spreadsheets/d/1xUo8lQg4VmP7lxNw29VijWWBvnoYNBmc/edit?usp=sharing&ouid=107539267227726071293&rtpof=true&sd=true>

attachments:

transition plan

President roles and responsibilities

Friends Key Dates and Milestones

Board Member Position Description