

**February 5th, 2025 – 7:00**

**President's remarks-** Nancy V

Welcome

**Nominating:** Nancy G

**Nomination-** Susan Horowitz

- Nomination seconded and all present voted in favor; confirmed.

**President remarks continue**

**No March meeting-** we have earned a break!

**Transition planning:** I am working on step 2

**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.

**Board of Trustees-** Awaiting finalization of the budget with the borough, moving forward with the reimagination in April. They much appreciated the \$290,000 transferred to the library account for the project. Kudos for Bob stewardship of the Blumenschein funds for the last 20 + years!

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

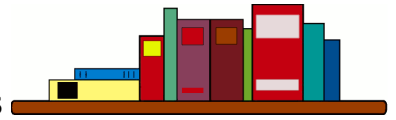
Foundation meetings-

**Recording Secretary-** Nina

No minutes to review

**Correspondence –** Nancy G

N/A



### **Treasurer's report-** Bob Baker

Updated financials shared during meeting.

### **Library Update-** Fran

Thank you to Friends for mini golf, staff was so impressed with how smoothly everything went!

Presentation to Borough Council on 2/24 at 7pm, planning to discuss strategic plan and renovations. If Friends can join (or have any information they would like Fran to share out), please do.

Significant increases in programs (volume and attendance), many of which are supported by Friends. And overall library attendance went up 7%!

Major new technology upgrades underway.

Overview of new library programs and initiatives (Comics Plus, resources for the visually impaired, Local History Room investment)

**Motion to provide \$1,000 for library Local History Project.** Motion seconded and all in present voted in favor.

### **Public Comments:** Michael Myers, Treasurer of the Bernardsville Library Foundation

Congratulations on a great mini golf event! Foundation recognizes how much time and effort goes into a successful fundraiser.

Starting year strong with endowments and giving.

Investments made last year in the endowment have made significant gains.

Library Giving Day is April 1 - major fundraiser for the Foundation. Will be advertising on social media. Please follow and engage with content!

Thank you from Friends to the Foundation for the wonderful baskets donated by members for mini golf raffle!

### **Reports by committee chairs-**

#### Finance- Bob/Matt

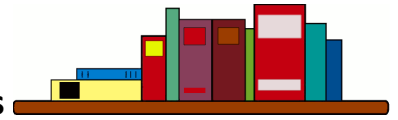
Will discuss during portion of meeting dedicated to mini golf.

#### Nominations: Nancy G

##### **Committee Openings: Status**

**Kim & Alicia have agreed to be PR committee co-chairs.**

**Kathy will co-chair adult programs with Jerry.**



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

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: **OPEN**

## Issues

1. No vice presidents
2. Public Relations has no chairs
3. Volunteer Recognition, Finance and Adult Programs each have 1 co-chair vacancy

## Programs- Youth- Allison

### Makers Week

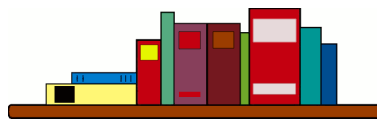
#### **Maker Open House (March 23, 2-4pm)**

- Need suggestions of makers/crafters to reach out to (ideally there to demonstrate, but could also just have examples on display). With each artist, there would be a kid-friendly activity similar to what the professional (“experienced amateur”) does.
  - Currently working on 3D printing with Mike Donahue and monogramming with Erica Wasserman (of TMC)
  - Send contact info to Allie ASAP
- Need 5 Friends volunteers to work event

#### **Cupcake Decorating for Makers' Week (March 26, 4-5pm)**

- Looking for 1 Friend to set up with Kathy at 3:30pm

#### **New Program - Book Madness/Tournament of Books**



- Tournament of Books (like March Madness) where patrons can vote for their favorite books and watch them advance to the finals
- Will run from 3/16 - 4/27(ish) and will only be kid books
- Posted on bulletin boards outside Becky's office
- Printed ballots for voting, Friends to count ballots each week and update display with winners
- May need volunteers for set up and/or counting ballots, please stay tuned

### Programs Adult- Jerry

Working with the library on confirming 4 concert dates (as well as the planned senior breakfast- June 6<sup>th</sup>)

All new concert programs this year. Also going to be reaching out to schools to get kids to attend.

Alicia to work with Kathy on social media for concerts (one social media request for entire series, and separate requests for individual events with dates of when to roll out campaign) Send details to Christine at library so concert promotion can be integrated into library materials.

Kathy and Jerry to set up sign-up sheets for concerts.

### Public Relations- Open

Great job on social media for mini golf!

Will meet this spring as we hear more about concerts and events that need to be publicized.

Email to PR for upcoming postings.

### Volunteer Recognition- Victoria

Kathy – staff development and luncheon March 6 at 12:30

### Fundraising- Carolyn/Jerry

Reforming efforts, new members

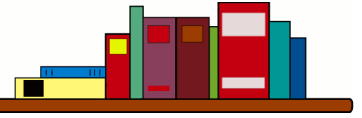
We will be getting into shape during our "off season" and start brainstorming / planning fundraising events for the next fundraising year. Bingo was mentioned by some of the attendees to adult night. There was a definite interest in its return to the library.

Should mostly be small events, since mini golf is major one and we split the year with Foundation for major formal fundraising (Friends do Oct-March). But would be great to have an list of ideas to pull from as needed.

### Mini Golf Review/recap

#### **Mini golf by the numbers- Bob**

**\$18,000 net profit** (compared to \$17,900 last year)



**Attendance:** Up on Family Day by about 50 more people. Up on Bike Raffle (68 people). Adult Night down.

### **Basket Raffle stats**

**Thank you ad-** Nancy to do this week to be in next week's edition

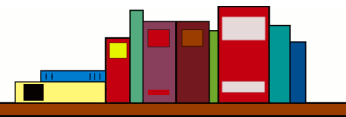
### **Thank you cards**

- can be found on top of the mailbox.
- Sets of 10 are banded together but there are others to be taken as needed.
- Added two columns on the spreadsheet for who will do the thank you cards and noted when completed. Some who have a lot of sponsors will need assistance.

**Social media “thank you” post tagging hole sponsors. See if we could get feedback by including language like “Let us know in the comments what we can do better next year!” and also sharing with library to share on their accounts.**

### **Suggestions/positive things we did this year? All**

- Have Sunday clean-up on sign-up sheet rather than just having a committee. Could we reach out to high school students / athletic teams to fulfill community service and help do clean up?
- More volunteers to count raffle tickets
- Consider making Adult Night 6-9
- Starting outreach to sponsors earlier in the year? But too early is tough too (loss of momentum, holidays)
- Vegetarian/gluten free options for food
- Fabric tablecloth for raffle table
- Look at Venmo for next year



### **Friends of the Bernardsville Public Library Key Dates 2024**

**Meetings:** April 2, May 7 June 4<sup>th</sup>, July 9<sup>th</sup>, August 6<sup>th</sup> September 3. October 1, November 5, December 3<sup>rd</sup>.

**Concerts:** 2025 schedule to be determined

**Annual Campaign:** November 2024

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

### **2025 Friends of the Library Key Dates and Milestones**

1. January
  - Adult Programming- concert dates set with library and concert musicians identified for spring
  - Chair & Nominating: Committees updated and balanced
  - Chair & Committee chairs- update Operating Manual
  - Chair- provide meeting dates to library if not already done so
  - Chair/All- Final Mini golf planning
  - Finance- Tax letters current?
  - PR Committee -Program approvals for sandwich boards- concerts
  - Youth Programs- Reach out to Becky on Maker's week
2. February
  - Mini golf- All
  - Youth Programs- Maker's week planning
3. March
  - Finance mid-year assessment of investments
  - Fundraising committee preliminary planning
  - Volunteer committee preliminary planning Volunteer Week events- Volunteer Recognition (assuming in May)
  - Youth Programs- Maker's week held

Full listing: [https://docs.google.com/document/d/1y\\_av4FLbJOn64aS8QSRwpZ8N8GEIOEYL/edit?usp=sharing&oid=107539267227726071293&rtpof=true&sd=true](https://docs.google.com/document/d/1y_av4FLbJOn64aS8QSRwpZ8N8GEIOEYL/edit?usp=sharing&oid=107539267227726071293&rtpof=true&sd=true)

Roster:

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