

May 7, 2025 7:00 PM

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

President's remarks- Carolyn

Welcome! Carolyn filling in for Nancy V tonight.

Nominating: Nancy G

Presentation of Nominees for Board Member- Nicole Woods

- Nomination seconded, all present voted in favor.

President:

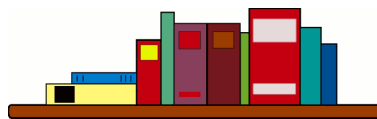
Key milestones and dates: Any concerns, adds or changes?

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
6. June
 - Adult Programs- Senior breakfast held
 - Campaign task force preliminary planning
 - **Chair or designee, order new mailing listing. Compare lists and update apartment names and identify homes that are different than on current listing. These may need research. Listing has Mr. & Mrs. So, use our listing for any names on both list. 2021- Jennifer Lillion, Sales & Marketing Partner, Data Axle USA(formerly InfoUSA) O: 866.738.0117- E: jennifer.lillion@dataaxleusa.com but any company would work**
 - PR committee on 2025 Friends of the Library week events updates

Transition planning: Nancy 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.

Upcoming meetings

- **July 9th - confirmed**
- **September 10th** - Confirmed room is available so we will meet on the 10th.
- Planning to move October meeting from 10/1 to **10/8** because of Yom Kippur (just need to confirm that there are no conflicting community events (back-to-school night))

Public Comments:

Board of Trustees- Nancy's comments

Foundation- Patrice Cummings

Foundation had a very successful Giving Day with over \$20,000. All donations that came in were matched through matching gift of \$11,000 via 21 different donors.

Next major fundraising initiative is annual appeal letter, which will be mailed out later this month to every household in Bernardsville and Far Hills.

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

Recording Secretary- Nina

Updated April minutes were sent out via email on 5/7

Correspondence – Nancy G

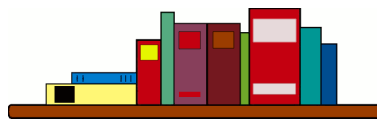
N/A

Treasurer's report- Bob Baker

N/A

Library Update- Fran

Borough of Bernardsville passed budget and included library's whole ask – great news! Library is looking at extending hours. Grateful to everyone who spoke to the council and committee members.



Lots of ongoing renovations, like: installed indoor button in main entrance (in addition to existing one on exterior door) for entry/exit, great for accessibility and HVAC sustainability; finished all painting that's currently accessible; completed LED lighting upgrade.

As we move into June, old shelves will be taken out, new carpeting will start to be put in. Lots of furniture coming into adult wings and rotunda. Some sections of library are relocating for better flow and new children's area in North wing. Partial closure starting around June 16th (+/- 2 days), but looks like everything is arriving through CLC on time. For those two weeks, "mini library" will be available to pick up book holds, limited computer access, printer/copier, etc. Will have limited selection (mostly new books) and will support with fulfilling and getting holds from other local libraries. Aiming for low disruption!

At the macro-level, NJ State Library sued for restoration of federal funding and won injunction (good news). While the NJSL doesn't have a massive direct impact on local funding for our library, it does support state-wide efforts such as large-print, Braille, book delivery services, etc.

Book drop has been re-located (closer to door)

Lots of fun coming up in May, many events are sponsored by Friends.

Library staff still handling technical complications from database transition.

Great Raritan Workforce Development Board: if you know anyone ages 16-24 who might like to be a library helper this summer, please send them to apply before 5/12. Up to 200 hours across summer to help library with programming, shelve books, move into new space, etc.

Summer Library Lunches: Library is ineligible for USDA-sponsored free summer library lunches. Fran is leading efforts to fill this gap by raising money (~\$5,000) to provide grab-and-go lunches 6 days a week over the summer. Looking for someone to support library in setting up Go-Fund-Me and need non-profit to sponsor.

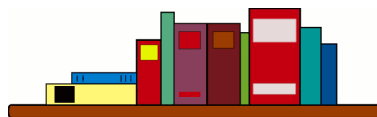
- **Friends discussed and are enthusiastic about being the sponsor for this. We will follow up with Nancy V to confirm.**

Reports by committee chairs-

Nominations: Nancy G

No update

Friends of the Bernardsville Public Library Board of Directors



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	
	Kate Buchheim		Kate Buchheim			

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

Programs- Youth- Allison

Past Programs -

- Tournament of Books
 - Ran from 3/16 to 4/13
 - Wild Robot was the final champion
 - Voting was very "loosey-goosey," but estimated 30 voters in every round
- Mermaid/Pirate breakfast received no Friends volunteers

Upcoming (Summer Reading) Programs -

- See Sign-up Genius to volunteer to help at kick-off, finale, or the 6 traveling storytimes that are planned:

<https://www.signupgenius.com/go/8050845ABAA28A6FB6-56313459-summer>

- Traveling storytimes: Kids and families go and meet the librarian at a location around town (Sterling Stables, Bernardsville Cinema, Great Swamp are confirmed so far; working on confirming other three). Event is about an hour long. Role of Friends is counting number of attendees, handing out stickers for event, general organizational support.
- Allie will send an email when everything is confirmed so folks can use Sign Up Genius to volunteer for events as they're able
- Kick off: Saturday June 14th in library parking lot. As incentive, library will be giving away free books for those who come and sign up (brand new children's books that were duplicates of library stock "while supplies last)
- Finale: Kathy, Allie, and Megan will all be away during event itself so we will need someone to go and pick up the ice cream (will confirm when we get closer).



- Buddy the Bookworm program around town with a "Color Our World" passport: kids can pick these sheets up at library. When they go to visit a sponsoring business (which will have a sign hanging around), kids will receive a sticker to add to their chart. They get prizes as they get more stickers.
- Summer reading minutes can be logged beginning June 1st
- Event Line-up:

Event	Date	Time	Location
Kick-off	Sat 6/14	11:00 - 12:30	Library Parking Lot
Stirling Stable Storytime	Thurs 7/10	10:00 - 11:00	Stirling Stables
Traveling Storytime	Thurs 7/17	10:30 - 11:30	TBD
Movie Storytime	Thurs 7/24	11:00 - 12:00	Bernardsville Cinema
Great Swamp Storytime	Thurs 7/31	11:00 - 12:00	Great Swamp
Traveling Storytime	Thurs 8/7	10:30 - 11:30	TBD
Traveling Storytime	Thurs 8/14	10:30 - 11:30	TBD
Summer Reading Finale	Wed 8/20	6:00pm - 8:00pm	Library Parking Lot

Tiny Art Show:

Tentative timing (*dates below are confirmed with Library*)

9/2 First day to pick up canvas

9/27 Open Art Day at library (10:30-noon)/Last day to pick up canvas/First day to drop off canvas

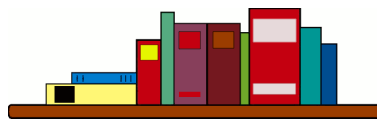
10/5 Last day to drop off finished canvas

10/6 First day of voting

10/23 Last day of voting

10/26 Artists' reception (2-3pm)

For future: Allie brought up potentially setting up a "story walk" around the local pool. Working with Becky at library to think through logistics and planning. Will bring it up at upcoming meeting after gathering more info. Probably about \$250 budget for materials and set-up.



April 6th- Marimba and piano

June 6 -Senior Breakfast- tentative 9:30am start time, entertainment starting at 10am

We need to confirm where it's being held: Community in Crisis (across the street) versus library community room. Check with Kathy and if not confirmed yet, we will hold at library.

What will be catered and from where? Friends had recommendations in the past – start with Bernards Café, or try Coffee Shop

What we will still need to buy? Nancy will bring French toast bake

Nina's parents can do entertainment. Kathy to follow up with them (Maxine and Ed Alstrom)
Kathy and Jerry will send Sign Up Genius for volunteers and any items not being catered.
Kathy to follow up with PR committee (complete form so they can create flyer for Senior Breakfast that can go up in local businesses).

Public Relations- Alica / Kim

Link to PR request form: <https://forms.gle/2Y6MGgN2qbbs8BQW8> (will also email)

- Social Media metrics- Facebook: 322 views this month, no new followers. Instagram: 281 views this month, 7 new followers
- 2 new posts in April (Marimba concert and character breakfast)
- Upcoming events- concerts (Mariachi and Lazy Sky band) are calendared for posting to social media; will be submitted to community friday folder and Bubble (if not already shared by Library SM accounts). May add in paper flyers for these to increase turnout.
- Thank you for submitting PR requests through the form! Makes calendaring so much easier.

Volunteer Recognition- Victoria/ Kathy

No update (next event is September)

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.

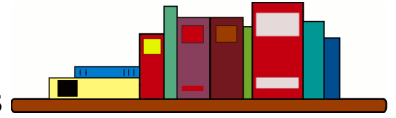
Finance- Matt

Friends of the Bernardsville Public Library Key Dates 2025

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

Concerts:

May 18 – Mariachi Citallai (4 musicians)



June 1 – Lazy Sky Band (Acoustic Bluegrass trio)

October 5 – Coococachoo, Simon and Garfunkel Tribute (duo: Ed Jankiewicz and Tom Johnston)

Annual Campaign: November 2025

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

Links:

Full year milestones listing: https://docs.google.com/document/d/1aDmhTzzGWZwSl_a-PGVAftTnPoj_5eI/edit?usp=drive_link&ouid=117721953741565111103&rtpof=true&sd=true

Roster: <https://docs.google.com/spreadsheets/d/1xUo8lQg4VmP7lxNw29VijWWBvnoYNBmc/edit?usp=sharing&ouid=117721953741565111103&rtpof=true&sd=true>

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