

**MINUTES OF THE BERNARDSVILLE PUBLIC LIBRARY
MEETING OF THE LIBRARY BOARD OF TRUSTEES
September 16, 2025**

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

President Bertoni called the Board of Trustees ("Board") meeting to order at 5:35 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 5:36 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 June regular session with the corrections as notes in the meeting. Ms. Contess seconded the motion which was approved by unanimous vote.

Ms. Verduin motioned to the Board to approve the June executive session. Ms. Contess seconded the motion which was approved by unanimous vote

July meeting

Ms. Verduin motioned to the Board to approve the July regular session. Ms. Contess seconded the motion which was approved by unanimous vote.

Ms. Verduin motioned to the Board to approve the August regular session. Ms. Contess seconded the motion which was approved by unanimous vote with one abstention.

Director's Report

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

- Operations Information-
Adding 8PM-9PM Monday through Thursday- Began after Labor Day
- Finances-
Benefits costs for 2026 were released and are rising 36%. The Borough is moving to a HIF (Health Insurance Fund) might be an option for the library. The director will research options and call a meeting with the officers to discuss the matter further.
- Staff
The staff were recognized for their patience, resilience, and flexibility during all the changes and disruptions associated with the renovation!

A new full-time team member will be joining in late September- Responsibilities will include Teens / Programming/ Community Outreach
- Reporting and Statistics

Reporting- 2025 Summer Reading Reporting Completed
 - 291 Programs (including Zoom)
 - 4700 Attendees
 - Reading time logged by participants = 3,693 hours
Summer Library Lunches- In partnership with the Friends of the Library and the Somerset County Food Bank Network, the library served 700+ lunches with copious gratitude from the community leaders who alerted the library to this need.
- Attendance
Of special note, circulation has already increased 11% in comparison to last August. This is attributable to the changes in the library, especially the expansion of the children's area.
- Programs
 - Ribbon Cutting - Thank you for attending! People loved it.
 - September 11th Ceremony with Councilman Zamarra
 - October is Friends of the Library Month with a full slate of fun programs, including the Tiny Art Show.

- **Capital and Facilities Matters**

Water Fountain- The bottle filler is inadequate per the Borough plumbing inspector, and the library is pursuing quotes to replace the defunct fountain with a basic Elkay model.

Negative Change Order of about \$1,300 was received for the return of excess carpeting.

- **Collection-**

The Roosevelt Papers are anticipated to be ready mid-October. They will be couriered home from Massachusetts by a local history volunteer.

Treasurer's Report

- Library is three quarters of way through 2025 budget.
- All expenses are tracking as expected across all categories.

Ms. Contess moved to approve the treasurers' report and the new bills to be paid as presented. The motion was seconded by Ms. Verduin, which was then passed by unanimous roll call vote. Resolution to Act Upon Bills 2025-31 was approved by unanimous roll call vote.

Committee Reports

- **Finance-** Committee did not meet.
- **Personnel-** Did not meet but approved the hiring of the new Youth/Program manager.
- **Policy-**

- Room Resolution Policy 2025032

Ms. Verduin moved that the room Resolution Policy be approved with the modifications discussed during the meeting. The motion was seconded by Mr. Re and was approved by unanimous vote.

- Personnel Manual Update

The manual revisions are under review.

- **Planning-** Committee did not meet but established a meeting date for later in September.

Public Presentations or Comments

- **Friends of the Library** – Ms. Verduin, President of the Friends of the Library submitted the following report:
 - 10/5 Concert: Coo Coo Cachoo- a Simon and Garfunkel tribute band
 - New board member: Dr. Joseph Bonk
 - The new slate of officers will be presented to the Friends board at their October meeting with a vote to follow in November. Ms. Verduin will remain a non-voting member of the Friends.
- **Bernardsville Library Foundation** Ms. Cummings, Chair of the Bernardsville Library Foundation, gave the following report:
 - The endowment has reached \$1 Million.
 - The Gratitude Event is scheduled for November 15th from 3 to 5. A total of 150 invitations will be sent but expecting no more than 200 people. Music as been contracted and the caterer is finalizing details for the 6 appetizers and 2 desserts to be offered.
 - The Board has requested the remaining \$25,000 grant from the Foundation. Ms. Cummings will present the request at the Foundations October meeting.
 - The Foundation Nominating committee is pursuing two individuals to assume the Chair position as a shared responsibility.

Communications- none

Unfinished Business – none

New Business-

Water Fountain

Mr. Bertoni made a motion to ask the Friends for up to \$9,500 for the replacement of the water fountain. Mr. Krook seconded the motion which was approved by unanimous roll-call vote.

The Regular Session adjourned at 6:45 pm.

Nancy Verduin
Vice President
Bernardsville Library Trustees