

Friends of the Bernardsville Public Library, Inc.
2009 Organizing Meeting Minutes
November 19, 2008

The Meeting was called to order at 8:17 PM by President Tom Shea. Those in attendance were Karen Brodsky, John Deibert, Georgiana Depew, Barbara Duffy, Rick Gallo, Barbara Hyzer, Jos Kadam, Donald Kerdman, guest-Jane Kerdman, Harold Kuskin, Fran Matson, Theo Mulgrim, Janet George Murnick, Kathy Redling, Maureen Robinson, and Rita Stein.

Nominating Committee Report-Theo Mulgrim stated that the Nominating Committee was presenting a slate of proposed Officers and Committee Chairpersons for the 2009 year. A printed copy of the proposed slate was passed to each Board member. President Shea spoke about the new co-chairperson structure for the Finance and Ad Hoc Committees, and then he asked if there were any questions. Jackie Somers made a motion to accept the slate of Officers and Committee Chairpersons. Mark Aronson seconded the motion and the nominations were approved. Tom Shea congratulated all of the participants.

Board List and 2009 Meeting Calendar-Kathy Redling distributed the 2009 Board Member Listing and Calendar for Board meetings, Executive Board meetings and Programs was planned, and a printed copy was passed to each Board member. The June 17th Executive Board meeting had a conflict for several members and a revised date of Monday June 15th was agreed upon. Kathy noted that the date for the Senior Day is subject to change, and the date for Unity Day will be set by the Bernardsville Chamber of Commerce in the future. Members were asked to check the Board list for accuracy and completeness.

President's Remarks-Tom Shea went on to discuss the committee assignments. He asked each Committee Chair to briefly describe what their committee did. President Shea then passed around the sign up sheet for the FBPL Board members to mark their 1st and 2nd choice of Committee assignments. Assignments to the various committees will be made based upon these preferences.

Director's Report-Karen Brodsky presented one request for funding. With the launch of the New Library Web Site in January, Karen proposed providing Patrons with a complimentary Stress Relief Ball/Globe stamped with the new trademark/slogan "A world at your doorstep". Discussion took place about the pricing for 200 balls, quantity that might be needed, methods of distribution and the target audience for the balls. President Shea later asked if there were any further questions and then proposed that the Board approve the purchase of 200 units directly and provide Karen Brodsky the authority to order 200 more at her discretion. There were no objections and it was noted that funding for these purchases would come out of Unspent Funds.

Karen Brodsky next presented a New Funding Potential Request. She noted that the carpet in the Teen Area of the Library is worn and soiled, and that the Teen Area is not clearly defined. She proposed replacing the carpet with Carpet Tiles and asked if this should be presented to the Ad Hoc Committee or requested from Furniture and Technology funding. John Deibert informed Karen that she should write a request to

the Ad Hoc Committee chaired by himself and Jos Kadam. Tom Shea asked the members if anyone had any questions or objections. A suggestion to investigate Rubber Tiles as a possible material that would not absorb spills was made. John Deibert noted that the Ad Hoc Committee would bring Karen's memo and their recommendation to the Board.

Karen Brodsky shared the Bernardsville Library's recent ranking for 2008 as the #2 overall Library within New Jersey, and the #1 Library within our population size category by the Hennen's American Public Library Ratings. Karen noted that the community's use of the Library is the best advertisement. Members of the Board asked about the Rating's criteria and the #1 Library's measurements, facilities and services.

Referring to her Director's report, Karen shared the agreed upon Wii Games being purchased from the 2008 Ghosting Bag sales proceeds. Suggestions came from the Teen Advisory Council and Pre Teen Group. Harold Kuskin asked about the Super Smash Brothers-Brawl game and it was noted by several members that this was rated "E" for everyone. Karen also shared where the Wii system is stored and when it is used by patrons. The purchases are on order.

Fund Raising Committee Report-Janet Murnick reported that less than 100 gifts have been received for the annual drive but we have raised \$19,020.00 to date including matching gifts. She also noted that the net profit for the Brick Fund Raiser was \$10,854.00 and the net profit for the Ghosting Bags was \$272.00. President Shea thanked Janet and her committee for their work.

Publicity- Georgiana Depew reported that the Brick Reception was well received by donors in Michelle Iossa's absence.

Programs-Jos Kadam shared the upcoming dates and performers booked for the Sundays @ 3 programs. He shared a spreadsheet with 2008 Actual Program Costs (\$3400 for 6 programs) and the costs for the first 3 performers booked for 2009 (\$1300.00)

Volunteer Recognition-Fran Matson (interim chairperson) noted that we will again be providing Library Volunteers with Gift Bags of Holiday Cookies as well as supplying the refreshments for the Tuesday 12/16 BHS Madrigals holiday concert. Members are asked to drop off Cookies at the Library by 6:00 pm Monday 12/15. Fran, Georgiana and other volunteers will be bagging the cookies and setting up the platters for the concert on Monday 12/15 in the Library.

Old Business-None per President Shea.

New Business-Jackie Somers presented a request for a Banking Resolution. The resolution read, "Resolved, that Thomas E. Shea, President, and Jacqueline F. Somers, Treasurer, are authorized to open and close bank and brokerage accounts in the name of the Friends of the Bernardsville Library, Inc.; to authorized other members of the Board to be signatories on such accounts; and to provide safe storage facilities for

documents of value.” Rita Stein made a motion to accept the Banking Resolution. John Deibert seconded the motion and the Resolution was approved.

Jackie Somers proposed the hiring of Wasilewski & Keating, P. C., Certified Public Accountants to provide an Accountant’s Compilation Report including Federal Form 990 and NJ Charitable Registration renewal fillings for a fee of \$1350.00. per year. A discussion followed detailing what would be provided, whether or not we are required to have an outside Audit (there is no Statute for us requiring an Audit), how often this Accountant’s Compilation should be done (every 3-5 years per Jackie Somers). Rita Stein made a motion to accept the proposal to hire Wasilewski & Keating, P.C. for a fee of \$1350.00. Maureen seconded the motion and it was approved.

John Deibert, Co-Chairperson of the Ad Hoc Committee noted that funds for any capital or construction work would come out of the Blumenstein Funds, and that a needs assessment was currently underway. Explanation of an initial hole needing to be cut into the wall separating the Readers Services Office and the Circulation desk area to determine if there are any potential difficulties was provided along with plans to request three quotes for work to be done with a budget maximum of \$24,000.00 was held. Harold Kuskin asked why there were no Blue Prints for the existing Building and Tom Shea shared the fact that the Project had run out of funding during the initial construction and final Blue Prints were never created. Maureen Robinson asked about the Borough Council and Board of Trustees’ support and received an affirmative response from John Deibert. Karen Brodsky noted that she and the staff did not foresee any problems with the proposal.

President Shea proposed that the Board authorize the Ad Hoc Committee and Karen Brodsky, Director of the Bernardsville Library, to 1) have a licensed contractor cut a hole in the wall separating the Reader Services office and the Circulation Desk, 2) Solicite 3 bids for the proposed construction work to be done within the library, and 3) funding for the preliminary costs of the work not to exceed \$1700.00. Maureen Robinson made a motion to approve the authorization. Mark Aronson seconded the motion and the motion passed.

Kathy Redling requested authorization to purchase printed napkins with the FBPL logo and name for upcoming programs. She proposed purchasing a 2 year supply for just under \$250.00. Jackie Somers, Treasurer, noted that funds were available and that she should submit a Check request form. The purchase was authorized.

Maureen Robinson mad the motion to adjourn the meeting and Theo Mulgrim seconded it. The meeting was adjourned at 9:00 PM.

Respectfully Submitted
Kathy Redling