

Friends of the Bernardsville Public Library, Inc.
Monthly Board Meeting Minutes
July 20, 2011

The Meeting was called to order at 7:04 PM by President John Deibert. Those in attendance were Mark Aronson, Bob Baker, Karen Brodsky, John Deibert, Georgiana Depew, Doug Doremus, Elizabeth Faulkner, Barbara Hyzer, Jos Kadam, Harold Kuskin, Shikha Mayer, Roni Larini, Kathy Redling, and Rita Stein.

Public Session - Patrice Cummings shared highlights of the Library Board of Trustees meeting.

President's Remarks

John noted that the recent Municipal Budget would provide the library with the same level, \$897,085 of funding as the previous year. This will leave a Shortfall of \$31,688 from the proposed budget levels. He noted that a donation of \$33,000 from the Library Foundation was recently received.

Correspondence - Rita Stein read Michael Viola's letter of resignation from service to the Friends of the Bernardsville Public Library. Mark Aronson moved to accept his resignation and Roni Larini seconded the motion. The motion carried with a vote of all board members present.

Rita proceeded to read 4 lovely Thank You notes from TAC Award recipients Lydia Anthony, Amy Rose Carle, Allison Hildebrandt, and Madeline O'Brien.

Minutes Approval

The minutes of the Board's January meeting were previously provided to all board members. Kathy Redling made a motion to accept the minutes of the January 19, 2011 meeting, Elizabeth Faulkner seconded the motion, and the minutes were approved with two members abstaining from the vote. The minutes of the March meeting were previously provided to all board members. Kathy Redling made a motion to accept the minutes of the March 16, 2011 meeting, Mark Aronson seconded the motion, and the minutes were approved by vote. The minutes of the Board's May meeting were previously provided to all board members. Elizabeth Faulkner made a motion to accept the minutes of the May 18, 2011 meeting with the corrections discussed, Roni Larini seconded the motion, and the minutes were approved with four members abstaining from the vote.

Treasurer's Report - The balance sheet was presented and reviewed as of July 1, 2011. Jackie noted that Waleski and Keating, Accounting of Basking Ridge has completed all of our 2010 Federal and New Jersey Tax Filings and they were sent in on time.

As previously approved, a Debit Card (on a newly established interest free checking account) has been established to allow the Bernardsville Library to make purchases within their Friends budgeted amount from vendors who do not accept purchase orders or have other restrictions. Jackie and Karen Brodsky spoke of the card's use and the procedures being followed. Harold Kuskin asked several questions regarding options for checking accounts, high yield money market accounts and our current account at

Somerset Hills Bank. It was agreed that these considerations were what the Finance committee would be looking into in their biannual review of Investments.

Director's Report-

Karen shared expressions of gratitude from patrons and library staff regarding the new lighting in the Parenting Corner and Career Center. The authorized purchase of new signage at the front entrance has been approved by the Board of Trustees and a less costly model is being researched.

Karen noted that extra copies for high-demand books purchased as Rental books are providing funding. Also of thanks was the opportunity for Karen and Pat Kennedy-Grant to attend the *Black Belt Librarian workshop* to enhance library security and proper control of the library environment.

Purchases that would be made with the new debit card are in set budget categories (i.e. AV/CD/DVD) with a remaining balance for 2011 of \$4982.61. Following discussion it was agreed to move this amount plus \$250 to the Peapack Gladstone Bank Account associated with the Debit Card.

An attachment to the Director's Report detailing the history and current needs of the Youth Services department to address needs for creating safe homework and computer use space for kids. The current needs were discussed and Harold Kuskin made a motion to approve a maximum of \$20,000 for furniture, 5 computers, peripherals, and flat panels. Elizabeth Faulkner seconded the motion and following a roll call vote the motion carried.

The renewal of the Dear Reader online book club subscription for \$200 was requested by Karen Brodsky as a new funding request based upon the nearly 300 members each year who access the club about 5600 times per month. Mark Aronson made a motion to approve the purchase, and Harold Kuskin seconded the motion. There were no questions that were not covered in the handout provided. Following a vote the motion carried.

Committee Reports -

Finance- Mark noted that at this point in the year most accounts are under budget except for the Juvenile and Spanish materials accounts. His committee is working on developing the 2012 budget and detailed discussions were held on Youth Services awards, Insurance, Stationary, and Brochure printing. Mark noted that the Finance committee would be meeting to finalize the 2012 budget, make decisions and consider realignment of Funds.

Fund Raising - Components of the annual fund drive letter were discussed as well as the letter and coupon to again be included in the Library Newsletter. The possible inclusion of pictures was discussed.

It was noted that the Friends Donation page was ready to go live any day and should be included in all communication with past and potential donors. Given the short time frame for the Library Newsletter deadline, Caroline Browne was authorized to work

with Madelyn English and Karen Brodsky to finalize all written communications, colors, and pictures in the Library newsletter.

A discussion of the mailing list for our fund raising letter and additional groups were added to the traditional list of past donors.

Doug reported that the recent Historic Building Pencil Sketch fund raiser sale had raised a net profit of \$133 during the summer months. He and his committee had other fund raising that will be used in the future, but current efforts were going to concentrate on the annual fund drive. Possible opportunities at Unity day were discussed.

Nominating Committee- Elizabeth noted that the committee is working to fill the 5 (now 6) openings for Board members. Her committee will be meeting with a third person next Monday.

Elizabeth introduced Polly La Duc as a library volunteer responsible for repairing many of our books since 2006 and has a love of books and knowledge. Polly said she would be honored to join the Friends Board and John Deibert was very appreciative. Mark Aronson made a motion to make Polly La Duc a member of the class of 2013, Jos Kadam seconded the motion, and following a roll call vote Polly was welcomed as a member of the Friends Board.

Programs- Senior Day was held on June 10th and Jos indicating that he had heard very positive feedback from attendees and Charlie Z. this year's entertainer. Kathy thanked all of the many volunteers who assisted this year.

Upcoming programs were noted as follows:

10/23 Sundays @ 3 Wind Musical Trio
11/1 Sundays @ 3 String of Pearls (back by popular demand)
10/1 Unity Day

A discussion was held about Friends participation in the Street Fair where our location was different from 2010, but the music, weather and patron traffic were different and thus fewer visitors to our booth.

Publicity- Publicity opportunities in the Bernardsville News include the Above and Beyond Awards (pending parental approvals) and the Chess Program. Publicizing the Friends to the patrons of the Story Time programs was a goal of the committee with the start of the fall sessions.

Ad-Hoc - Harold spoke of the revised copy of the Friends By-Laws which he had emailed prior to the meeting.

During the subsequent discussion of the By-Laws, board members discussed:

- A Quorum of the Executive Committee was 5 members.
- A majority vote of the full Board could overturn a decision of the Executive Board.

- The Executive Board can approve any amount that is within current budget levels.
- The Board president has the ability to call a special meeting.

Old Business - The Annual meeting held in November with the public formally invited is the time at which the annual budget is voted upon. The budget is recommended and reviewed at the September Board meeting.

The same two steps will be taken for the revised By-Laws with recommendation in September and vote for approval in November at the Annual meeting.

New Business- A question was asked regarding a \$500 insurance invoice from late spring and it was noted that Jackie Somers would investigate that expense and get back to the Board.

John Deibert asked if there were any more questions, and none were brought forward.

John Deibert made the motion to adjourn the meeting and Mark Aronson seconded it. The meeting was adjourned at 8:57 PM.

Respectfully Submitted
Kathy Redling