

Friends of the Bernardsville Public Library, Inc.
Meeting Minutes
March 17, 2010

The Meeting was called to order at 7:07 PM by President John Deibert. Those in attendance were Mark Aronson, Bob Baker, Karen Brodsky, John Deibert, Doug Doremus, Barbara Duffy, Elizabeth Faulkner, Rick Gallo, Jos Kadam, Roni Larini, Kathy Redling, Tom Shea and guest-Caroline Browne.

Approval of Minutes – The minutes from the January 20, 2010 meeting were reviewed and Roni Larini made a motion to approve them with the changes noted. Mark Aronson seconded the motion, and the minutes were approved by those present at both meetings.

President's Remarks –

John Deibert indicated that he had attended the Library Board of Trustees meeting where the possible hiring of a consultant was discussed. Further discussion was postponed until the April or May meeting and John noted that he planned on attending. The Board Members' Information Manual was intended as a working document, John noted, and suggested that changes or updates would need to be made on a regular basis. He suggested that either the Executive Board or a Policy Committee of 2-4 board members could do this on an annual basis. Following some discussion it was agreed to further address this topic under new business.

John thanked Roni Larini for conducting the February Executive Board meeting in his absence, along with Elizabeth Faulkner for her excellent presentation at the Library's 10th Anniversary Celebration and Kathy Redling for the minutes and agenda she completed.

Correspondence- none known.

Treasurer's Report-

John presented the Balance Sheet as of March 1, 2010 in Jackie Somers' absence. He noted that the Actual Funds from the current Fund Raising campaign were \$29,650, well above the \$25,000 budget level. Tom Shea asked questions about the balance sheet's checking and Net Income lines, and John agreed to pass them along to Jackie.

Director's Report-

Karen noted that the Readers' Services work will be going out to a new group of contractors for the solicitation of quotes. Additionally she noted that all of the stack lighting replacement was completed on March 3, 2010 and the next stages of replacing the carpet in the Youth area and cleaning all of the carpet will come next.

Karen described the Proquest's HeritageQuest online resource and requested making a purchase with 2009 carryover funds.

The Library Brochure has been redesigned and Friends allocated \$400 for printing, however, for \$501.36 brochures for 18 months could be purchased, 1500 brochures at a better unit price. Following a discussion, Mark Aronson made a motion to reallocate \$101.36 from Other Fund Raising to be used for Reprinting. Doug Doremus seconded the motion and a vote followed where the motion was approved.

A copy machine whose lease expired was to be returned, however, the cost to ship it back to the vendor was \$485.00 and the cost to purchase was only \$400.00. Karen requested funding from the Friends to make the \$400 purchase. Jos Kadam made a motion to purchase the copy machine at a cost of \$400 from the Furniture and Technology account. Tom Shea seconded the motion and a vote followed by which the purchase was approved.

Karen noted that the reduction in the Library Newsletter from bimonthly to quarterly has presented several problems and a discussion of costs, print space for programs and services, thank-yous and other non-time sensitive items was held. It was concluded that a compromise of 5 issues per year (Jan-Mar, Apr-May, Jun-Aug, Sept-Oct, Nov-Dec) was best for providing information in a streamlined and could be done for the same overall printing cost of the current 4 issues. Mailing costs for the 5th issue would be an additional \$326. Tom Shea made a motion to allocate the needed \$326 from Other Fund Raising to Newsletter account. Elizabeth seconded the motion and a vote followed by which the transfer of funds was approved.

The Friends Youth Awards will be awarded in May, and the Library staff expects there to be no HS Senior eligible for the TAC award in 2010, however, additional many students have qualified for the Above and Beyond award and helped the library greatly. A discussion was held on the award's wording, recognition levels and it was agreed to revisit the Above and Beyond award description and funding before the 2010/11 school year begins.

Karen briefly thanked the Friends for funding the refreshments at the 10 year Anniversary Celebration, as well as the extension of the warrant for the 3 Early Literacy Stations which was used for a second time.

Karen updated the friends on work for the Museum Pass program, Board of Trustees possible formation of Foundation and informed them that Midland Park Library, Matawan-Aberdeen Public Library, Caldwell Public Library and the Glassboro Branch of the Gloucester County Library were awarded the Library Transformation Project Grants.

Committee Reports

Finance –Mark Aronson noted that all of the necessary financial papers had been given to the Accounting Firm and our Taxes and Review are in progress. John asked about investments needing a review. Mark said that was something the committee would come back to as there was no urgency.

Fund Raising- In Georgiana Depew's absence, John noted that the Friends had received nearly \$30,000 in donations. In this economy that is wonderful and he thanked all of the Board Members.

Program Committee- Jos Kadam circulated a sign up sheet for those able to provide baked goods or assist in clean up following the Sunday April 18th at 3pm concert. The performer is a well renowned Violinist. It was noted that this was an excellent Public Relations opportunity with the local music schools, and Shellie Iossa agreed to followup and ensure that the flyer was circulated strategically.

Volunteer Committee – Bob Baker proposed that the Volunteer Luncheon be held on Thursday June 10th. Rita Stein has graciously offered to host the event at her home, and further details will follow at the May meeting.

Old Business – John provided all Board members present with a new cover sheet for their Board Director's Manual. Tom Shea asked that directors read the sections that apply to their position, and he suggested that an Ad/Hoc meeting be held to discuss and suggest changes discussed at the November reorganization meeting. Following discussion of the manual and updating procedures, Elizabeth made a motion to approve the Board Director's Manual and create an Ad Hoc Board Director's Manual Committee. Tom Shea seconded the motion and following a vote the motion was approved.

John Deibert noted that former Friends president Tom Shea's gift to the Library was still in the works.

New Business- Friends will participate in the May 16th Street Fair and Jos will lead that event with assistance from Board members and Library Staff.

Karen Brodsky asked Board members to sign up to be a Library Champion.

Board members were reminded that the Youth Above and Beyond Awards would be given out at the start of our May 16th meeting and a photo opportunity existed for publicity that Shellie was going to pursue.

Mark Aronson made a motion to adjourn the meeting. Rick Gallo seconded the motion and the meeting was adjourned at 8:48 pm.

Respectfully Submitted,
Kathy Redling