

**Friends of the Bernardsville Public Library, Inc.**  
**Monthly Meeting Minutes**  
**May 18, 2011**

John Deibert welcomed the Youth Volunteers and their families to the Friends annual Above and Beyond Awards Ceremony. He welcomed Michael Casey to the podium to present the awards. She summarized the contributions of the 50 youth who each volunteered more than 11 hours in the past year. Their contributions included involvement in the summer Book Buddy program, the ESL program, and after school assistance shelving books and putting together crafts for the youngest patrons. Each student was called up to receive their Certificate of Appreciation from the Friends. John Deibert closed the ceremony with thanks to the students and their parents for recognizing the importance of volunteerism and being active participants in the Library's activities.

The Meeting was called to order at 7:23 PM by President John Deibert. Those in attendance were Mark Aronson, Karen Brodsky, Caroline Browne, John Deibert, Elizabeth Faulkner, Rick Gallo, Barbara Hyzer, Jos Kadam, Roni Larini, Kathy Redling, Jackie Somers, Rita Stein, and Michael Viola.

President's Remarks

John noted that it might be appropriate to add a Public Session portion to our published meeting agenda. Following discussion, it was agreed to have a Public Session at the beginning of each meeting.

John spoke of the appreciative comments for the Friends Board hosted Volunteer Luncheon he received from John La Duc, a new member of the Library Board of Trustees. Subsequently he thanked Bob Baker for his efforts in organizing the Volunteer Luncheon, particularly the smooth compilation of the food donations.

Correspondence - none

Treasurer's Report - The balance sheet was presented and reviewed as of May 1, 2011. Jackie noted that Waleski and Keating, Accounting of Basking Ridge has completed our Federal Tax Filings and they have been sent via certified/return receipt mail. In the review it was noted that Janet Keating had wanted the Friends board to be aware of the 75% maximum allowable level for earnings from investments (return on investment) as a portion of annual budget for a non-profit of our size. The New Jersey filings will be sent out prior to the June 30<sup>th</sup> due date.

Jackie shared that she and John had done a review of the Blumenshine Funds spent to date. She also noted that she was in possession of 11 years worth of tax and other financial documents. A discussion followed regarding financial record requirements and it was concluded that the Finance Committee should formally document record retention requirements based on existing laws and provide those to the Treasurer.

As previously discussed 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 circulated and reviewed the policies for the Debit

Card that she compiled and discussed with other members of the Finance Committee and our accountant.

These procedures include an initial deposit of \$1000 from the FBPL Annual budget with the ability to add additional funds on a monthly basis per the Library Director's request and the Friend's Board approval. Mark Aronson asked detailed questions regarding the procedure to replenish funds in the Debit Card's account. Jackie noted that the Friends of the Bernardsville Public Library is a 501(3)(c) organization, and the Accountants for both the Library and Friends Board have reviewed the policies and procedures associated with the Debit Card being issued to the Friends of the Bernardsville Public Library. The initial deposit will be well above Peapack Gladstone Bank's \$250 minimum balance, but discussion was held to ensure that integrity was maintained following Roni Larini's question.

Jackie Somers made a motion to provide one Library Staff member with a Debit Card to make purchases within budget and follow the policies and procedures established for the card's use and spending of Friends Funds. Michael Viola seconded the motion, no further questions were asked and the motion carried with a roll call vote of all members present.

#### Director's Report-

Karen shared feedback from the CARES adult program attendees, noting that 20% knew about it because of the newsletter, therefore, supporting our continued funding of the newsletters' publication and mailing. The Children's Summer Reading Program schedule was shared with the Friends as well as thanks for the donations that are enriching the Youth Services area with new SAT subject test materials and American National Biography online for both young adult and adult patrons.

The existing lighting in the Career Center and Parenting Corner areas are too dark to for patrons or staff to see book spine labels. The Library has received one quote for \$900 to provide adequate lighting, however, at this time Karen wished to request up to \$1200 (from Construction Projects) in case there were any unforeseen construction problems. The second new request for funding would replace the hours sign to the right of the Library building outside doors. Existing signage has been defaced and can weekday hours not be changed. A discussion was held on the types of flexibility the sign should have and similarity needed to the existing sign.

John Deibert made a motion to authorize up to a total of \$2000 for expenditure on Lighting for the Career Center and Parenting Corner and New Changeable Signage at the Library Entrance in compliance with approval of the Library Board of Trustees. Mark Aronson seconded the motion and following a roll call vote, the motion carried.

#### Committee Reports -

Finance- Mark noted that a review of our current investments would be forthcoming in the new year in answer to questions asked.

Fund Raising - In the report committee chair, Doug Doremus submitted, he reminded Board members of the upcoming sale of Pencil Sketches of local buildings in June with

samples in library display cases. He noted that the committee was looking into the cost of laminating membership cards. Additionally the committee was planning for the Fall Fundraising Campaign. A possible reception for the campaign kick-off, Thermometer for Donation Level in the Library Lobby, and the prior donor letter were discussed. The continued possibility of a fundraising Etiquette course for up to 25 participants was being worked on by Georgiana and Caroline. It was noted that July 15<sup>th</sup> was the deadline for the Fall Issue of the Library Newsletter including the public appeal letter and 2010-2011 donor list.

Patrice Cummings, Vice President of the Library Board of Trustees arrived as a representative to the Friends meeting and was introduced.

Nominating Committee- Elizabeth noted that the committee is working to fill the 2 officer and 2 committee chairperson positions that will be vacated in November 2011. At this time one officer position and one committee chairperson position will be filled by current Friends Board members.

Programs-John thanked Jos for a running an excellent and well received program on April 10<sup>th</sup>. The Bernardsville Street Fair is being held on Sunday May 22<sup>nd</sup> and we are still in need of Board members to volunteer to make the booth a nice representation of the Friends and the Library. Senior Day is scheduled for June 10<sup>th</sup>. Kathy informed members that she would be emailing a signup sheet for food donations as well as set-up and clean up times.

Volunteer Recognition- The luncheon for the Library Volunteers at Roni Larini's home was well received by volunteers, staff members and Board of Trustees members.

Publicity- Publicity opportunities include the recent Volunteer Luncheon, Above and Beyond Awards and the Chess Program. Caroline Browne was speaking with the Children's Librarians about the Summer Reading Program and planned to speak at some of the events mentioning the Friends organization's sponsorship and accept any donations.

Ad-Hoc - Tom Shea spoke of the revised copy of the Friends By-Laws which he circulated, noting the Ad-Hoc Committee's purpose at tonight's meeting was to have a 1<sup>st</sup> reading of the newly revised By-Laws.

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

- The Nominating Committee Chairperson being included in the Executive Board
- 6 year Term Limits included in current practices and policies since 2004.
- Executive Board Meetings: what constitutes a Quorum of the Executive Board and what is required to overturn a decision of the Executive Board.

The following points were requested by the Friends of the Bernardsville Public Library Board members:

- Executive Board should have a dollar limit to approve.
- There must be notification of Friends Board and Executive Board meetings.

- The annual Friends Budget is only to be approved at the Annual meeting each November.
- The Treasurer of the Friends organization does not need to be a director or member of the Friends Board.

Jackie Somers was asked to check if the Friends organization needed to submit any revisions to our By-Laws.

Old Business - As Friends representative to the Library Foundation, Roni Larini noted that the Foundation now has 5 honorary members and 9 total members. There will be a silent auction as a part of their initial fund raiser with bid books currently at the Library circulation desk.

New Business- Kathy Redling asked Karen Brodsky and fellow Board members if there might be an opportunity for a member of Boy Scout Troop 150 to complete his Eagle Project in service to the Library and have funding provided by the Friends organization. Karen noted that the Dumpster enclosure might be an appropriate project, but as that is Town property it would require Board of Trustees and Town approval.

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

Mark Aronson made the motion to adjourn the meeting and John Deibert seconded it. The meeting was adjourned at 8:52 PM.

Respectfully Submitted  
Kathy Redling