

Friends of the Bernardsville Public Library, Inc.
Annual Meeting Minutes
November 14, 2007

The meeting was called to order at 7:00 PM by President Tom Shea. Those in attendance were Karen Brodsky, John Deibert, Elizabeth Faulkner, Barbara Hyzer, Michelle Iossa, Estrid Jones, Jos Kadam, Loretta Mascaro, Fran Matson, Theo Mulgrum, Janet George Murnick, Nancy Pierson, Maureen Robinson, Rita Stein, Maud Thiebaud, Kathy Redling, Barbara Duffy, Georgiana Depew, and Harold Kuskin.

Maureen Robinson proposed a motion, seconded by Elizabeth Faulkner, to approve the minutes of the September 18th meeting as they stand. Minutes were approved without objection.

President's Remarks- Welcome everyone to the 2007 Annual Meeting of the Friends. It is good to see everyone this evening.

As we begin the meeting, I would like to take a few minutes to review the activities of the Friends during the past year which I would characterize as both exciting and productive.

We began the year by changing our name to the Friends, and, by now, almost all of the administrative activities related to the name change are finished. As a matter of fact, we just received formal notification from the IRS confirming that the Friends is the successor organization to the Bernardsville Library Association and that our tax-exempt status remains in good standing.

Last year's fundraising campaign, begun in September of 2006, raised more than \$48 thousand, setting a high bar for the current fundraising campaign. Such successful fundraising efforts have allowed us to continue to support the children's and adult programs and to assist in updating the Library's collection.

We also should take pride in the funding that we provided, and continue to provide, for special projects, including Safe Space for Kids and the ongoing Technology Modernization Program.

I also want to recognize the hard work of Karen and her wonderful staff who take our funds and turn them into the exciting programs and the excellent collection of books and other materials that we all enjoy using. The quality of their work has been confirmed by a recent, outside evaluation of the Library's book collection which noted that there were no substantial gaps in any subject category – a wonderful achievement for a library of this size.

We also had our share of challenges this past year:

In early June, we were all stunned and saddened by the untimely death of Bill Wilkie, who was working so diligently to find a feasible approach to the

Circulation Desk Area Project.

Unfortunately, despite Bill's best efforts, we were not able to find a way forward on the Circulation Desk Area Project, and we cancelled the authorization for the project. Jos and his committee will be providing us with their initial thoughts on feasible alternatives at our January, 2008 meeting.

In closing, I want to take this opportunity to recognize the hard work and valuable contributions of the Board members whose terms end this evening – Elizabeth, Estrid, Fran, and Roni. We appreciate all that you have done and look forward to your continued active involvement with the Friends.

Correspondence (Attachment #1)

A letter has been received from the IRS confirming our tax exempt status and name change.

Treasurer's Report (Attachment #2)

In the absence of Jay Parsons, John Deibert gave a brief accounting of our current balance sheet.

New Business

Presentation of proposed changes in the FBPLA Bylaws. (Attachment #3)

Proposed bylaw changes emphasizes flexibility with the:

1. ability to call special meetings
2. elimination of the two-tier board membership to create an eighteen person board, elected by the membership at the annual meeting. The board then appoints and elects the officers.

Maud proposed a motion that the board accept the changes in the bylaws, seconded by Elizabeth. Passed without objection.

Presentation of Nominations (Attachment #4)

Theo presented a slate of four new members: Georgiana Depew, Barbara Duffy, Harold Kuskin and Kathy Redling. John Deibert proposed a motion to accept the slate put forth by the Nominating Committee. Jos seconded the motion. Passed without objection.

Maud announced her resignation from the board due time constraints.

Presentation of 2008 Budget (Attachment #5)

John Deibert presented the 2008 budget, with an explanation as to the process for formulating the budget. That process being (1) July- Library presents the wish list and prioritizes the needs of those wishes. (2) Each committee chair presents their priority spending list and from this preliminary process the budget takes form over several months. In January the budget will be adjusted to reflect the Friends fundraising efforts

during their annual appeal. A lively discussion centered on the term unrestricted funds. If the annual appeal for funds does not reach its target, John will work with the Library director to prioritize items that would be scaled back.

Maureen Robinson proposed a motion to approve the 2008 budget; Theo seconded. The budget was passed without objection.

President Shea took a moment to recognize the entire Ghosting Project. Michelle Iossa and Georgiana Depew created, organized and ran the Ghosting Project with terrific volunteers and thanks to this wonderful effort a total of 250 ghosting bags were sold.

Meeting Adjourned 7:49 PM.

Respectfully Submitted,
Barbara Hyzer

**Director's Report
Friends of the Bernardsville Public Library
Meeting
November 2007**

Status of Prior Request(s) for Funding

- Construction plan report will be given by Friends Construction Task Force in January.
- Technology Plan is proceeding on schedule with purchase of the new Integrated Library System server and firewall.
- No funding requests were made at the September meeting.

New Purchases Within Budget

- Educational online resource subscription *Facts-for-Learning* for children grades 2 through 5 from the Special and Reference Resources account.
- Printing expenses for the November/December newsletter.

New Funding Requests

- Book baskets for patron use with stand (both printed *Compliments of the Friends*) – cost is \$264.97.
- Running out of supply of Library Brochure. Requesting:
 - Friends Public Relations Committee input on the Friends portion of the text (which is sadly outdated).
 - Funding for printing costs – \$554.07 is the lowest quote obtained so far for quantity of 3,000.

Additional Communications

- What procedure should be followed when funding in a line item is exhausted but funds remain available in another area that will not be used? For example, Large Type Books and Rental Books funds were both exhausted in October. Inconsistent handling in the past: director has both submitted bills beyond the budget and Treasurer decided and director has withheld bills.
- Director will be on vacation November 19 through 30. Please feel free to contact Youth Services Coordinator Michaela Casey with any needs during that time.

Friends of the Bernardsville Public Library, Inc.
Meeting Minutes
November 14, 2007

President Tom Shea called the 2nd meeting of the Friends of the Bernardsville Public library to order at 8:05 PM. Those in attendance were Karen Brodsky, John Deibert, Georgiana Depew, Barbara Duffy, Barbara Hyzer, Michelle Iossa, Jos Kadam, Harold Kuskin, Loretta Mascaro, Fran Matson, Theo Mulgrum, Janet George Murnick, Jay Parsons, Nancy Pierson, Kathy Redling, Maureen Robinson, Rita Stein, Maud Thiebaud

Theo Mulgrum introduced the new slate of officers and committee chairs for 2008. The motion was made by Janet Murnick, to accept the slate of officers and chairs, and seconded by Fran Matson. President Shea went on to discuss the committee assignments. Each committee chair was then asked to briefly describe what each committee did. President Shea then passed out the sign up sheet for the FBPL members to put their names next to a 1st and 2nd choice of assignments.

The Board List was then distributed to the members and they were asked to check it for accuracy and to make any corrections. Maureen Robinson suggested that Board members also include their spouse or significant other's name on the list. The members agreed and added these additional names to the list.

Director's Report

Karen Brodsky presented two requests. The first one was for the purchase of plastic baskets to be used to hold books. Jos Kadam made a motion to accept this first request. John Diebert seconded it.

The second request was for printing up new library brochures. It was voted on not to exceed \$500.00 for the printing costs. Maureen Robinson made the motion to accept this request. Theo Mulgrum seconded it.

Committee Reports

Volunteers- Loretta Mascaro stated that the Friends would again be putting together holiday cookie bags for the volunteers. She would be sending around an e-mail requesting baked goods to be delivered to the library by December 11th. The donations would also be used for the Madrigal Performance at the library on December 12th. The Annual Volunteer Luncheon will be May 8th at Maureen Robinson's house.

Finance

John Deibert, stated that he would be reviewing the budget. He asked to reallocate \$4500 for the Integrated library Tehcnology Service. Maureen Robinson made the motion and John Diebert seconded it. Motion carried.

Annual Fund Drive

Janet George Murnick stated that there have been 173 responses so far to the Fund Drive, putting donations at about \$18,000. 3,300 letters were sent out for the Fund Drive. Janet would like to do other events to raise more money for the Friends.

Public Relations

Michelle Iossa was very pleased with the Ghosting Bag Project, which brought lots of good publicity to the Friends. The Ghosting Bag Project was successful and may be a good yearly fundraising and public relations activity to consider.

Michelle stated that she would be looking at many ways to publicize the good things that the Friends of the Bernardsville Public Library does.

Maureen Robinson made the motion to adjourn the meeting. Janet George Murnick seconded it. Meeting adjourned at 8:55 pm.

Respectfully submitted
Fran Matson