

## Friends of the Bernardsville Public Library, Inc.

Meeting Minutes  
January 16, 2008

President Tom Shea called the meeting of the Friends of the Bernardsville Public Library to order at 7:03 PM. Those in attendance were Karen Brodsky, John Deibert, Georgiana Depew, Barbara Duffy, Barbara Hyzer, Jos Kadam, Harold Kuskin, Loretta Mascaro, Fran Matson, Theo Mulgrum, Janet George Murnick, Kathy Redling, Maureen Robinson, and Rita Stein

Maureen Robinson proposed a motion, seconded by Georgiana Depew to approve the minutes of the November 14, 2007 meeting as they stand. Minutes were approved without objection.

### **President's Remarks-**

President Shea commented that two board members, Maud Theibaud and Jay Parsons had resigned. He expressed appreciation for their contributions to the FBPL over the years that they served on the board. Jay Parsons has stated that he will continue to handle the financial books for the FBPL while he is residing in Arizona and will also prepare the 2007 tax return information for this year.

President Shea stated that both he and John Deibert would work together to take care of the duties of the treasurer until a new replacement is found.

President Shea stated that he would like to raise more awareness in the community of what the FBPL does. This would hopefully increase contributions for fund raising.

President Shea also requested that the May FBPL meeting be moved up one week to May 13, 2008, due to a travel conflict. No objection to this schedule change was voiced by the FBPL.

### **Correspondence-**

The FBPL received a thank you note from the Children's Librarian, Michelle Casey, thanking the FBPL for all of our continued funding for children's programs and materials.

### **Treasurer's report-**

John Deibert spoke in the absence of treasurer Jay Parson. Briefly summarizing, our current assets are \$281,282, with all our assets matching our liabilities. Our net income as of 1/1/08 was \$28,596. We currently have raised about \$38,000 and expect to reach our goal of \$40,000 in fundraising for the year. Last year, we gave about \$67,000 to the library in gifts.

John went on to explain that the budget is prepared from monies we earn within a 12-month period starting from October. Our fiscal year does not run from January through December. John also explained that any monies not

spent within the year goes back into the general fund. He is currently adjusting the budget and carrying over any surpluses into the general fund. Two major items where this happened were with unrestricted funds and with the library brochure. Our current operating budget is around \$60,000. We want to continue to be able to totally fund the Director's requests for furnishings and technology needs.

#### **Finance-**

John Deibert stated that he felt the FBPL should have an official audit prior to a new treasurer starting. John would be willing to do an internal audit this March. Rita Stein said that we had an audit before Jay became treasurer and that we should have this done every five years. We needed to have our last audit done due to having contributions over \$100,000 (this was due to the monies we received from the Blumenshine Fund). John stated that an audit can cost anywhere from \$1500-\$2000. He also stated that for us to remain as a 501 C3 nonprofit organization, we need to do our own internal audit.

Maureen Robinson asked if it would be possible when recruiting new FBPL board members, to see if we can find a CPA who would be able to help us handle this audit. Rita Stein stated that the FBPL should give kudos to Jay Parson's for getting our financial books in order.

Maureen Robinson moved to accept the 2008 budget as presented by John Deibert. Theo Mulgrum seconded this, and the motion was passed.

#### **Director's Report**

See Director's Report for January 2008 attachment.

Karen Brodsky reported that there were three things not listed in her report that she wanted to include in this report.

1. The library has applied for a trademark called "A World At Your Doorstep".
2. The Library Board was not satisfied with the donor recognition suggestion of a Wall of Honor as this would have been too costly and instead wants to do a framed donor recognition.
3. The NJ Library Association is running a two-week postcard campaign from January 14-28<sup>th</sup>. These postcards would be sent out as a group to the NJOE. This is happening because there may be changes with how libraries are funded in the future as dedicated funds may be capped. Karen also suggested that patrons could check out the NJLA.org website for further information.

In terms of the overall Technology Plan for the library, Karen stated that there is a wide gap between what the Boro of Bernardsville provides and what the library has determined that it needs.

A question arose as to whether the FBLA should take a position regarding fiscal responsibility. President Shea said that the FBLA should not take a position on this, as the FBLA is not the sole organization that provides monies for the

library. Some donations come directly to the library with the donor stating what the money is to be used for.

Kathy Redling asked if the FBLA could have our annual donation envelopes near where these postcards were being given out.

## **Committee Reports**

### Volunteers

Loretta Mascaro thanked all the donors for the treats donated for the volunteer holiday gift bags. She thanked Fran Matson for her help in putting these bags together.

The annual volunteer luncheon this year will be on May 8, 2008 at the home of Maureen Robinson. Loretta will solicit the FBPL for their food contributions, as the time gets closer to this event.

### Annual Fund Drive

Janet George Murnick stated that she welcomes all members' suggestions for ways to increase contributions. As of 1/16/08, we have raised \$39,188 and are very close to our goal of raising \$40,000. \$1188 of that money came from our very successful Ghosting Project. Some matching gifts have not yet been received and hopefully we'll have them very soon.

Georgiana Depew suggested that the library might consider running a sleep over for 4<sup>th</sup> and 5<sup>th</sup> graders with activities and food provided. She mentioned that other libraries had tried this, charging as much as \$100.00 per child. She said she felt this was very expensive and might exclude too many children.

Kathy Redling said that to run this activity would require good supervision with certain areas of the library restricted to the children.

The committee will look into other fund raising options, which may include an adult event. President Shea asked that John Deibert and Janet Murnick double-check their numbers on the costs of fundraising. President Shea also suggested that perhaps the FBPL could have the names of contributors listed in the Library newsletter. The newsletter comes out every two months and a contribution envelope could be included in the newsletter in lieu of sending out a mass mailing for fundraising. The committee will further explore this.

### Nominations

Theo Mulgrum reported that the committee has been in touch with many people to try and find a replacement for Jay Parsons who will be vacating the position of treasurer this coming July. The committee will continue search for a viable replacement and asked that if anyone knows of a candidate, to please contact Theo.

### Public Relations

Georgiana Depew reported on behalf of Michelle Iossa. The committee would be meeting on January 22, 2008 to further discuss various publicity options for

the FBPL. One suggestion was to participate in the Memorial Day Parade. Michelle is working to improve the photos and graphics for the newsletter.

President Shea suggested that perhaps the FBPL should list the contributors in the newsletter.

The committee is discussing what programs should be funded from the monies raised from the Ghosting Project. Michelle Casey, the children's librarian would be looking into this. One suggestion was to fund the educational programs presented at the library. Trilogy Productions was mentioned as one of the sources for programming. Two more suggestions were to put \$600.00 towards the Summer Reading T-Shirts and \$338.00 toward gaming software. To further clarify the gaming software information, Karen Brodsky described the Wii gaming instrument for gaming activities at the library. She explained the benefits of having certain video games at the library. Additionally, there are gaming guidebooks that are found online that encourage student literacy. Georgiana Depew also stated that having gaming at the library is very progressive and can act as a draw to the library.

John Deibert stated that he would support these three suggestions. Jos Kadam also stated that the FBPL should support them. President Shea asked for a motion to pass all three suggestions using the profits from the Ghosting Project. Barbara Hyzer made the motion to use the net proceeds from the Ghosting Project to fund all three suggestions. Kathy Redling seconded it and the motion was passed.

#### Programs

Jos Kadem stated that the next program for the *Sunday's at 3 Series* was the String of Pearls on January 27, 2008. He asked for volunteers to sign up for providing baked goods, set-up and clean up.

Jos also stated that the price of programs has gone up and that he is trying to stay within the allocated budget.

#### Ad Hoc

Jos Kadam stated the committee met and discussed the idea of analyzing the circulation desk issues. It was suggested that an unbiased outside party would be asked to come in and use the library services to see how efficient it is. The circulation desk project will be revisited in the future as an ongoing process to see if it is a viable project. It would need to meet the approval of the library staff, the FBPL and the Board of Trustees.

#### New Business

Maureen Robinson asked if the money owed to Phil Kennedy-Grant had been paid at this time. The FBPL owes him \$100.00 for the royalty he is supposed to receive from the sale of the note cards. We have sold 122 out of 500 sets to date. This would be taken care of soon. Additionally, President Shea asked to add John Deibert as a 4<sup>th</sup> signatory for FBPL business. Presently there are only three people (Tom Shea, Jay Parsons and Maureen Robinson), and this would allow for a timelier manner in handling any FBPL financial obligations.

President Shea made the motion to add a 4<sup>th</sup> signatory and Janet George-Murnick seconded it. The motion carried with one abstention.

Jos Kadam stated that he would like to have an honorary member attend the FBPL meetings. President Shea asked Theo Mulgrum to see if any past board member would be interested in sitting in on the meetings. It was clarified that an honorary member does not have voting rights.

John Deibert said that he would like to thank Tom and Susan Shea for the lovely party they hosted on January 11, 2008 for the FBPL.

Maureen Robinson made the motion to adjourn the meeting. Theo Mulgrum seconded it. Meeting adjourned at 8:56 pm.

Respectfully submitted  
Fran Matson  
Recording Secretary