

Friends of the Bernardsville Public Library, Inc.
Meeting Minutes
May 27, 2009

The meeting was called to order at 7:04 pm by President, Tom Shea. Those in attendance were Karen Brodsky, John Deibert, Barbara Duffy, Rick Gallo, Barbara Hyzer, Michelle Iossa, Jos Kadam, Harold Kuskin, Theo Mulgrum, Janet George Murnick, Kathy Redling, Tom Shea, Jackie Somers, Rita Stein and guests Doug Doremus, Robert Schacht, and Marian Sommer.

Awards for Community Service-

Michaele Casey and Theo Mulgrum presented awards and expressed gratitude and well wishes to the following students who went above their school requirement of 5 or 10 hours of community service.

Teen Advisory Council Awards - Consuelo Garcia and Patricia Flood (to be presented at BHS in June).

11-25 hours- Rebecca Kotsonis, David Gayle and Sofia Rolon.

25+ hours-Wendy Autenrieth, Carlos Cabral, Alexis Chinieleson, Daisy DeSimone, Harry Dempsey, Justine Gray, Natasha Mikulich, Meredith Miller, Kelli Roth, Gillian Smith, and Kelly Sosa.

President's Remarks-

President Shea thanked all of the volunteers, their parents, Michaele Casey and the Library Staff and noted that their efforts contribute to the Library's recent Ranking Award and daily success.

Pictures were taken to commemorate the occasion.

President Shea noted that Mrs. Ethel Schacht, had passed away recently and he thanked Mr. Schacht for his foresight and generosity, for having taken out an insurance policy on Mrs. Schacht with the Friends of the Bernardsville Public Library Inc. being the beneficiary. The policy's generous payout was recently received.

Mr. Schacht's Words-

Mr. Schacht shared pictures, stories and memories about his and his wife's involvement in the Bernardsville Library, Friends of the Bernardsville Library, Garden Club and other local activities. He graciously gave several significant newspaper articles about the new library's construction to the Board.

Mr. Schacht also explained how years ago they had chosen to utilize a Term Life Insurance Policy as an annual means of making donations to the Friends

organization that would have a more significant financial effect. He also provided the Friends Board members with information regarding Life Insurance policies as a long term potential fund raising opportunity.

Approval of Minutes- John Deibert made a motion to accept the minutes of the March 18, 2008 Board Meeting. Georgiana Depew seconded the motion, and the minutes were approved.

President's Remarks (continued)-

President Shea expressed his thanks to Georgiana Depew for organizing and Maureen Robinson for hosting and standing in for him at the recent Volunteer Luncheon. He also thanked Maureen Robinson and Jackie Somers for standing in for him while he was out of town.

Tom Shea noted that the Library Board of Trustees was conducting discussions surrounding their Long Range Plan. Karen Brodsky provided an overview of the small group meetings being conducted and John Deibert, Harold Kuskin, Janet George Murnick, and Kathy Redling agreed to participate.

Tom Shea noted that we have a completed ST-4 Certificate for tax exemption available for purchases on behalf of the Board. Copies will be kept with Jackie Somers and Karen Brodsky at the Library. Kathy Redling will go through the channels at Shop Rite to acquire a non-taxable 5% discount card for Board Members' use.

Correspondence- none has been received per Rita Stein.

Treasurer's Report-

Janet Keating of Wasilewski & Keating, P. C. provided all board members present with a copy of her firm's Statement of Financial Position (modified cash basis) as of December 31, 2008 along with the related statement of activities and cash flow (modified cash basis) for the year ended. She noted that her Financial Review included Fidelity Investments Statements, Bank Statements, Quick Books records, Receipts, and the Director's monthly Reports. Her review covered Financial Controls, Financial Procedures, and Expenditures vs. Receipts (sample basis) details, Documentation; Directors Reports vs. Quick Books Records, 990's which have been filed.

Janet Keating stated that "the Board can feel confident that given the size and complexity of the Friends of the Bernardsville Public Library Inc., the organization has the proper level and application of Financial Procedures and Controls in place.

She noted that all of her work was done on Modified Cash Basis, which is the required format and includes no Accounts Payable or Accounts Receivables. This format does not recognize Depreciation and does not generate Profit and Loss

Statements. Janet Keating noted that prior 990's are posted on our Web Site and shared the current status of the Federal and State filings for 2008. Janet thanks the Board for their business.

A motion was made to accept the Financial Statements presented by Janet Keating of Wasilewski & Keating, P. C. by Tom Shea. The motion was seconded by John Deibert and approved to accept the Report.

Jackie Somers presented the Balance Sheet as of May 1, 2009 and covered activities regarding the rollover of a CD for 5 months, depositing of the Schacht insurance policy check, recent increases in the Mutual Funds value with Fidelity Investments, and the depositing of matching gifts and Johnson & Johnson shares which were recently donated. Tom Shea asked the Finance Committee to speak with Fidelity Investments regarding our investments.

Director's Report- Karen Brodsky shared that the new Low Vision Workstation at the Center Desk as you enter the Library, has been installed and is much more than a "computer." Karen explained the 3 key components of the project, 1) capability for Visual medium to Audio medium conversion, 2) a 24" Flat Panel Monitor for easy viewing, and 3) a Large Print Keyboard for ease of use. The computer is available to all patrons when not in use by visually impaired patrons.

Karen also noted that the Library was running very low on Brochures, and was making arrangements to have more printed.

Committee Reports

Finance- John Deibert noted that the previously approved budget is working given the current actual spending to date.

Fund Raising- Janet George Murnick shared her committee's plan for the 2009 Fund Drive. Under consideration now is that there would be a letter sent to all donors from the 2 previous years with a stamped return addressed envelope. There would be no mass mailing due to low return on this effort, and the high costs associated. The Donation Letter of Appreciation and listing of all 2008-9 donors will be published in the Sept/Oct/Nov Library Newsletter and must meet the August 1, 2009 deadline for print. Discussion was held regarding the inclusion of a slip that could be torn off for use by potential donors to return their gifts. This would require space that may not be cost efficient in the reduced Newsletter, however, due to the decrease in the number of donors to be recognized there may be sufficient space in the Newsletter.

The committee will meet and come to the Monday, June 15, 2009 Executive Board Meeting with recommendations for the 2009 Solicitations and Annual Fund Drive. Georgiana Depew is working on a Tea Party fund raiser for a limited audience on June 13th.

Lastly, Janet noted that a new Fund Raising Chair would be needed come fall, and it would be wise to recruit one soon so that she can work with them on the 2009 Campaign.

Program Committee- Jos Kadam noted that Seniors Day is set for 6/5. Kathy Redling circulated a sign up sheet for set up, baked goods and cleanup duties.

Public Relations- Opportunities exist for acknowledging the Teen awards for community service, the Schacht contribution and the Low Vision station.

Ad Hoc Committee- John Deibert presented a two part project to the board. The first part is to recarpet the Teen Area of the Library with Carpet Tiles. Karen Brodsky noted that this is necessary due to level of wear and stains in this particular area. The carpet tiles will permit inexpensive future replacement and a physical demarcation for the Teen Area. The second part is to recarpet the Children's Room with Carpet Tiles as well. The total cost for both projects is \$5400.00 and funds would come from the Restricted Capital area. Karen Brodsky noted that she would be returning \$2,263.00 previously requested (approved) for Circulation Desk improvements.

Following discussion of the project John Deibert made a motion to fund the \$5400.00 recarpeting project with restricted funds. Janet George Murnick seconded the motion and it was approved.

John Deibert presented a second capital project to the board. Karen Brodsky explained that her staff wished to have the Wood of the Circulation Desk and other wood surfaces refinished at a cost of approximately \$2000.00. Following discussion of the funds being returned for the previously approved Circulation Desk improvements, John Deibert made a motion to fund the \$2000.00 Refinishing of the Wood on the Library Circulation Desk. Rick Gallo seconded the motion and it was approved.

Nominating Committee- Theo Mulgrum introduced visiting prospective member Doug Doremus.

President Tom Shea asked if there was any further business. None was noted, and John Deibert made a motion to adjourn the meeting. Harold Kuskin seconded the motion and the meeting was adjourned at 8:58pm.

Respectfully Submitted,
Kathy Redling