

Approved May 10, 2006

Bernardsville Library Association
Meeting Minutes
8 March, 2006

The meeting was called to order at 7:00 pm by Lorette Cheswick. In addition to Ms. Cheswick, those in attendance were: John Deibert, Madelyn English, Elizabeth Faulkner, Barbara Hyzer, Estrid Jones, Jos Kadam, Roni Larini, Fran Matson, Theo Mulgrum, Janet George Murnick, Jay Parsons, Tom Shea, Maud Thiebaud, William Wilkie and Karen Yannetta.

Approval of Minutes (See Attachment 1)

The draft minutes from the January 2006 meeting were discussed, and several corrections were called for. Mr. Shea moved, and Ms. Faulkner seconded, that the amended minutes be approved. The motion passed without objection.

President's Report/Correspondence/Correspondence/Board of Trustees

Ms. Cheswick thanked Ms. Faulkner for chairing the January meeting and thanked the BLA Board for the letter of condolence she received. She passed around the few items of correspondence received and she reported that she and Ms. Yannetta are scheduled to meet with Stephanie Wallace, President of the Board of Trustees, next week to discuss how to go forward with the reconstruction efforts.

Director's Report (See Attachment 2)

Ms. Yannetta passed around some pictures that Pat Robinson, of the Bernardsville News, took during the Chinese New Year event at the library, as well as several articles from the Bernardsville News, the Courier News and the Daily Record. All contained color photographs and nice write-ups.

Ms. Yannetta discussed the status of prior requests for funding outlined in her report. The Phil Kennedy-Grant design model was displayed, a sketch of the proposal was distributed and she stated that the construction quotes for Phase I of the project are still being sought. She thanked Ms. English for her good work in publicizing the MP3 players now available for patrons. She requested and got concurrence from the board to accept an offer from a library patron to donate the magazine shelves which were previously approved for BLA funding. The patron will be acknowledged with a plaque on the completed shelving.

Mr. Shea, in his role as Finance Chair, has reviewed and approved the new funding request items. He noted that all were on Ms. Yannetta's high priority list for 2006. Ms. Faulkner moved, and Ms. Mulgrum seconded, that the 5 items totaling \$5,683.72 be approved. The motion passed without objection.

Ms. Cheswick noted that it is possible the library may need additional new computers that are not provided for in the budget or in the above authorization before the next BLA meeting. If so, she will initiate an email poll to get concurrence.

Ms. English and Pat Kennedy-Grant are coordinating activities for National Library Week, which will start April 2. The theme is "Change your world at your library" and they plan to conduct recorded interviews with library patrons about what the library

experience means to and for them. Interviews will be conducted by staff members at various times during the week.

Treasurer's Report (See Attachment 3)

Mr. Parsons presented his report, noting that it is preliminary and does not contain the recognition of the money still owed Phil Kennedy-Grant for the note cards. That will be remedied in the next iteration of the financials.

Finance Committee Report

Mr. Shea said that the effort to get Vanguard accounts established has not been completed—completion has been hindered due to lack of ability to have conversations with a representative who can address all issues at one time. After discussion, the board determined that placing all investment monies with Fidelity is a reasonable course of action. Mr. Wilkie moved, and Ms. Cheswick seconded, that monies previously slated to go to Vanguard be directed to Fidelity. The motion carried without objection. Mr. Shea will arrange for the placement of funds.

Mr. Shea stated that an audit of the BLA is not required for 2005—in order to qualify for an audit the organization must receive \$100,000.00 or more in the calendar year. Instead, he Ms. Yannetta, Mr. Parsons and Ms. English did an informal review. (See attachment 4) All transactions were found to be related to BLA and things were found to be in good order with the following exceptions:

- The books do not show the note card liability. As mentioned above, this is being addressed.
- A dividend was double booked, and that has been corrected.
- Documentation of a couple of expense items was not in file. Duplicates of the invoices have been requested to make files complete.

Annual Fund Drive Committee

Ms. English stated that since the beginning of the fund drive on October 1, 2005 BLA has received \$38,581.00, of which \$27,806.00 was in cash and \$4,775.00 was in matching funds. Some effort is required to obtain the matching funds, but all but approximately \$1,500.00 is in hand. Additionally, a gift of stock worth approximately \$6,000.00 was received.

Ms. Cheswick noted that during the last few years BLA annual expenses have been running about \$80,000.00 against fund drives that have realized \$30,000.00 to \$35,000.00. This ongoing short fall needs to be addressed.

Nominating Committee

No report was made.

Public Relations Committee and Publicity Committee

Ms. Murnick reported that in the year that note cards have been available for sale we have sold less than 20% of the original order.

She has done an informal survey of the library friends groups in Somerset and Morris counties and found that most groups do not use the word “public” in their names. She proposed that BLA rename itself “Friends of Bernardsville Library.” Following the January meeting, Mr. Parsons had reviewed the steps that are required for accomplishing a name change and Ms. Yannetta and Ms. English did a review of the estimated cost of

the name change, which is minimal. Following discussion, it was agreed that the change could be formalized/finalized at the annual meeting in November. Ms. Cheswick and Mr. Parsons will draft a proposal in July for the discussion in September meeting and approval in November.

Program Committee

Ms. Faulkner reported that the Chinese New Year program went very well and expressed appreciation for the good publicity received. Mr. and Mrs. Kinkley were recognized for their very good work again this year.

The Senior Day program on June 9 will be on Mozart and be presented by Catherine Sprague. Set up for the event will be a 9:00am and the event will begin at 10:00am with a Continental Breakfast. It will be limited to 100 people. BLA will fund the breakfast out of Ms. Faulkner's budget.

Volunteer Recognition Committee

Ms. Matson reminded the board that May 18th is the date scheduled for the Volunteer Luncheon and that Ms. Larini has graciously offered her home for the event. Ms. Matson will contact board members on approximately May 1 to arrange for food, drink and service items. She will finalize arrangements during the May 10 board meeting.

Old Business

The Ad Hoc committee on fund raising discussions continue, and more ideas were discussed. It was noted that the letter to the Bernardsville News sent in advance of the fund drive by the Fischers was quite effective and it was suggested that this be done again prior to the 2006 campaign. Several of the board mentioned how impersonal the request looks when addressed to Postal Patron. The cost advantage of this form of address needs to be explained. Additionally, it was proposed that letters be sent to past donors individually in advance of the mass mailing. All these ideas will be considered and developed more fully in the next few months.

Mr. Wilkie suggested that letters be sent to the newspapers that provided such nice coverage of the Chinese New Year program. Ms. Pierson will be asked to send out the letters.

New Business

Ms. Cheswick proposed that the following nine items be maintained on the website to provide public access:

1. meeting minutes after they have been approved and corrected
2. annual report, after it has been printed
3. financial filings- 990 and schedule A as required.
4. formation documents inc articles of incorporation, bylaws, and changes
5. agenda of upcoming meeting as currently known
6. various pictures showing BLA activities in support of the library which could be viewed as a free advertisement
7. requests for help- like cookies lists and the annual luncheon
8. discussion board if needed
9. donations and purchases

It was agreed that the first five items would be added to the web site for BLA. Ms. Thiebaud will provide Ms. Yannetta with approved minutes (minus any attachments) for the last year. Agendas will be provided approximately two weeks before a meeting, so most of the time no agenda will be available. Items 6 through 9 will not be included at this time.

Ms. Cheswick adjourned the meeting at 8:45pm.

Respectfully submitted,

Maud Thiebaud

**Bernardsville Library Association
Meeting Minutes
11 January, 2006**

The meeting was called to order at 7:00 pm by Elizabeth Faulkner. In addition to Ms. Faulkner, those in attendance were: Jay Parsons, John Deibert, Madelyn English, Barbara Hyzer, Estrid Jones, Jos Kadam, Jeff Kinkley, Roni Larini, Fran Matson, Theo Mulgrum, Janet George Murnick, Maureen Robinson, Tom Shea, Maud Thiebaud, William Wilkie and Karen Yannetta.

Approval of Minutes

The draft minutes from the November 2005 meeting were discussed, and several corrections were called for. Mr. Parsons moved, and Mr. Shea seconded, that the amended minutes be approved. The motion passed without objection.

Introduction of New Members

Ms. Faulkner introduced the three new members—Ms. Hyzer, Mr. Deibert and Mr. Kadam—and welcomed them.

Housekeeping/Correspondence/Board of Trustees

Ms. Faulkner reminded the board that committee chairs should be keeping a record of meetings and reporting on the committee's work to the rest of the board. Mr. Shea reminded committee chairs that they must advise the board if it appears that the committee budget will be overrun. A discussion of website use was deferred until the March meeting.

There was no significant Board of Trustees issue upon which to report.

Director's Report (See Attachment 2)

Ms. Yannetta included the preliminary information that she has received verbally for both Phase 1 and Phase 2 work from Phil Kennedy-Grant in her Director's Report. She emphasized that this is very preliminary. She will continue to work with Mr. Kennedy-Grant and give the board a formal presentation in the March meeting. The formal presentation will include a complete breakdown of the proposed modifications.

Ms. Yannetta thanked the board for the items previously funded, and in particular mentioned the carpeting project that has been completed, under the direction of Pat Kennedy-Grant, with such good results.

Ms. Thiebaud moved, and Mr. Wilkie seconded, that the new funding requests for the magazine shelves and the atlas stand in the amount of \$3,250.00 be approved. The motion was approved with no objections.

Ms. Thiebaud stated that the minutes for November, approved earlier in the meeting, did not indicate that all requested funding items in the November Director's Report had been approved. The board had so approved. Ms. Thiebaud moved, and Mr. Shea seconded, that the November 2005 minutes be amended. The motion was approved without objection. Attachment 1 is the final, approved version of the November 2005 minutes.

Treasurer's Report

Mr. Parsons provided a preliminary 2005 end of year report. He is in the process of completing a final report that will be disseminated in the near future. He pointed out that the investment income is in excess of \$15,000.00 for 2005, and Mr. Shea reminded the board of the importance of tracking our investments on a regular basis.

Finance Committee Report

The Finance Committee report was included in the Treasurer's Report.

Annual Fund Drive Committee

Ms. English reported that, to date, the BLA has received \$27,456.65 with an additional \$5,025.00 of corporate matching gifts. So far, \$1,200.00 of the matching gifts have been received. Additionally, BLA has been given stock that, when sold, is expected to be worth approximately \$6,000.00. The total number of donors is 276, and Ms. English thanked the board for all being among the donors. Mr. Parsons expressed appreciation for the good and thorough job Ms. English has done for this fund drive.

Nominating Committee

Ms. Robinson thanked the board for helping her find the three new board members. She asked that everyone remain alert for possible new members for next year's slate.

Public Relations Committee and Publicity Committee

Ms. Murnick reported that she is continuing to promote the sale of the note cards bearing the image of the library.

Program Committee

Ms. Faulkner confirmed that she will continue to be the chair of the Program Committee through 2006, for which the board is very grateful. Since she expects this to be her last year in the position she plans to train her 2007 successor later in the year.

She identified the following events for the year:

- A Chinese concert will be held January 22, at 2:00pm. Ms. Faulkner passed a sign-up sheet for board members to volunteer to assist during the event and for donation of cookies for the event.
- The Kenote trio, previously slotted for March 12th, is unable to perform in March due to illness. They are re-scheduled for October 15th. The Sax in the City group is available and Ms. Faulkner will have them perform on March 12th at 3:00pm.
- The Early Music Players will be here on April 23. They play antique instruments, which is appropriate since this is Shakespeare's birthday.
- The Kenote Trio will play on October 15th.
- A group playing Scott Joplin music will perform in November.
- Bernardsville Unity Day and the Senior Day events will be discussed later in the year.

Volunteer Recognition Committee

Ms. Matson reported that the Christmas cookies prepared for the library volunteers were very well received. She said that Ms. Larini has graciously volunteered her house for the Spring Volunteer Luncheon. It will probably be held in May, but the date is still to be determined.

Old Business

Ms. Murnick stated that the subcommittee formed to suggest new sources of funds, spearheaded by Rita Stein, had met but had not had an opportunity to caucus with Lorette Cheswick. That will be done before the March meeting, and this subject will be discussed then.

New Business

Ms. Murnick asked that we again consider changing the name of the BLA to specifically denote that this is a “friends” group and not a borough administrative group. All present agreed that including the word “friends” in the name would be an advantage during fund raising and in dealing with the public. Mr. Wilkie moved, and Mr. Parsons seconded, that at the March meeting we more formally entertain (i.e., provide information on what activities, timing of those activities and at what cost) ideas for changing the name to Friends of Bernardsville Public Library, Inc. The motion passed without objection.

Ms. Thiebaud agreed to send the BLA’s condolences to Ms. Cheswick for the recent death of her father-in-law.

Ms. Faulkner adjourned the meeting at 8:35pm.

Respectfully submitted,

Maud Thiebaud

**Director's Report
BLA Meeting
March 2006**

Status of Prior Request(s) for Funding

- Construction project status: Working on alterations in the plan for Phase I that appear to also solve some of the more expensive aspects of Phase II, but plans and quotes are not yet complete.
- Spanish translation completed for website and written materials. Library staff working on completing the tools.
- MP3 players deployed and publicity started mid-February.
- Book sale shelving installation almost completed.
- Fabrication of free-standing atlas stand and installation of magazine shelves are in process.

New Purchases Within Budget

- Children's programming this year started off with a bang, including wonderful science programs, Manga drawing and other innovative offerings. The teen concert, co-sponsored by BLA though no funds were expended, drew 92 attendees. Library staff collected \$110 and approximately 60 books for our adopted Louisiana library.
- Large type books standing order plan instituted for popular authors. This year, the library will carry many new titles in large type as they come out.

New Funding Requests

- Many of our library computers are donated used equipment. Nineteen (19) of them are at least eight (8) years old, probably older, and dropping like flies. The Library Board of Trustees expected this, and the library's 2006 capital request to the Borough includes a total of \$11,300 for various computers and replacements. However, the need is urgent now for three computers. Quote obtained for \$ 1,021.94 each for a total of \$ 3,065.82. (Suggested account: Furnishings.)
- Library Magnets – keeps the library in people's thoughts if magnet on refrigerator. BLA funded a couple of years ago and they were very popular. 2,000 magnets should last 1.5 - 2 years based on patron registrations from 2004 and 2005. Estimated cost \$360.00 (suggested account: Major non-furnishings).
- Magnet clips to hold book receipts for National Library Week (April 2-8): 500 units estimated cost: \$440.00 (suggested account: Major non-furnishings).
- Bookcarts: 6 small carts, 2 each for Circulation, Technical Services and Youth Services -- \$177.65 each plus shipping = \$ 1,265.90 (suggested account: Furnishings).
- More bookcarts: These prospective purchases were originally intended as part of the Phase I Construction Project, but would help the appearance and efficiency of the

Circulation Area immediately – 2 bookcarts with sloping shelves divided for media -- \$220 each plus shipping totals \$ 552.00 (suggested account: Furnishings).

Additional Communications and Issues

- Plans for National Library Week
- Library Use Synopsis 2005 (See Excel File)

March 2006 Attachment 3

	<u>Dec 31, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
Peapack-Gladstone checking	60,677.87
Roselle Savings Bank	7,931.72
Somerset Hills Bank	78,566.66
Petty Cash	<u>100.00</u>
Total Checking/Savings	147,276.25
Other Current Assets	
Investments	
Certificates of Deposit	100,000.00
Life Insurance Policies	14,137.16
Mutual Funds	
Fidelity	<u>120,992.32</u>
Total Mutual Funds	<u>120,992.32</u>
Total Investments	<u>235,129.48</u>
Total Other Current Assets	<u>235,129.48</u>
Total Current Assets	<u>382,405.73</u>
TOTAL ASSETS	<u><u>382,405.73</u></u>
LIABILITIES & EQUITY	
Equity	
Restricted Funds	
Building Fund	<u>296,873.52</u>
Total Restricted Funds	296,873.52
Unrestricted Funds	126,285.79
Net Income	<u>-40,753.58</u>
Total Equity	<u>382,405.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>382,405.73</u></u>

	<u>Jan - Dec 05</u>
Ordinary Income/Expense	
Income	
Contributions Income	
Campaign	29,541.65
Matching Gifts	3,500.00
Other	<u>1,500.00</u>
Total Contributions Income	34,541.65
Miscellaneous Income	
Book Rentals	657.00
Trinkets and Trash	<u>40.00</u>
Total Miscellaneous Income	697.00
Sales	
Sales of Notecards	<u>690.00</u>
Total Sales	<u>690.00</u>
Total Income	35,928.65
Cost of Goods Sold	
Cost of Goods Sold	
Cost of Notecards Sold	<u>232.20</u>
Total Cost of Goods Sold	<u>232.20</u>
Total COGS	<u>232.20</u>
Gross Profit	35,696.45
Expense	
Administrative Expenses	
Dues and Subscriptions	65.00
Liability Insurance	854.70
Licenses and Permits	150.00
Miscellaneous	112.65
Professional Fees	
Accounting	1,100.00
Legal Fees	<u>7,698.94</u>
Total Professional Fees	8,798.94
Volunteer Recognition	<u>73.60</u>
Total Administrative Expenses	10,054.89
Fund Raising Expenses	
Postage	306.55
Printing	1,091.10
Fund Raising Expenses - Other	<u>1,750.02</u>
Total Fund Raising Expenses	3,147.67

Gifts to Library	
Adult Programs	4,135.00
AV, CDs and DVDs	2,435.28
Children's Enrichment Materials	2,000.00
Consultants & Evaluation	1,000.00
Furnishings	25,667.89
Junior Programs	5,000.00
Large Print Books	998.18
Local History Program	3,299.99
Materials in Spanish and ESL	1,092.78
Newsletter	4,094.00
Other	16,841.03
Professional Development	2,085.58
Rental Books	1,418.25
Special and Reference Books	7,423.90
Special Programs	<u>713.93</u>
Total Gifts to Library	78,205.81
Program Expenses	
Unity Day	<u>125.00</u>
Total Program Expenses	<u>125.00</u>
Total Expense	<u>91,533.37</u>
Net Ordinary Income	-55,836.92
Other Income/Expense	
Other Income	
Investment Income	
Dividends and Interest Fidelity	2,113.31
Dividends Dreyfus	16.48
Interest HUB Post Campaign	124.51
Interest P-G	4,390.71
Interest Roselle	522.80
Interest Somerset Hills	1,497.89
Other investment income	<u>6,417.64</u>
Total Investment Income	<u>15,083.34</u>
Total Other Income	<u>15,083.34</u>
Net Other Income	<u>15,083.34</u>
Net Income	<u><u>-40,753.58</u></u>

BERNARDSVILLE LIBRARY ASSOCIATION

**REPORT OF THE FINANCE COMMITTEE
MAY 10, 2006**

1. Fidelity Investments is currently reviewing the asset allocation of the BLA Account (i.e. the funds that are included in the portfolio and the percentage allocated to each fund) both for current and new monies. A report should be available within the next week and a meeting of the Finance Subcommittee will be scheduled to review the recommendations.
2. As an early reminder to all Committee Chairs, work on the 2007 BLA Budget will begin in early July. I expect to follow the same process as in the last two budget cycles, first meeting with the individual chairs to get their input, followed by a review of the preliminary budget in August with the Finance Committee (Executive Committee and Committee Chairs) and presentation to the Board at the September Meeting.

If you know of dates now that you will not be available in August, please advise so that I can lock in a date to maximize attendance. The review this year is likely to take longer as we will have to reach consensus on a realistic fundraising goal and may have to make adjustments in proposed spending based upon that goal.