

Approved May 10, 2006

**Bernardsville Library Association
Meeting Minutes
30 March, 2006**

The meeting was called to order at 6:05 pm by Lorette Cheswick. In addition to Ms. Cheswick, those in attendance were: Elizabeth Faulkner, Jeff Kinkley, Fran Matson, Theo Mulgrum, Janet George Murnick, Jay Parsons, Nancy Pierson, Tom Shea, Maud Thiebaud, William Wilkie and Karen Yannetta.

Ms. Cheswick stated that this special meeting of the BLA was called to discuss the immediate need for reconfiguration of the teen area and the purchase of additional furniture and computers. Mr. Shea moved, and Mr. Parsons seconded, that the BLA authorize Ms. Yannetta to spend up to \$20,000.00 to implement the changes needed.

Ms. Yannetta presented the proposal for Creating Safe Space for Kids (see Attachment 1) and showed a graphic of the current and proposed configurations of the north side of the fiction wing of the library. The board discussed the need for the project and how the changes should be announced to library patrons. Examples of notification included sending notification to school principals, getting newspaper coverage and putting a notice in the library newsletter.

Ms. Cheswick noted that the money needed for this project is available in the budget. She called for the vote, which was approved without objection.

Ms. Cheswick adjourned the meeting at 6:25pm.

Respectfully submitted,

Maud Thiebaud

Project Requirements: Creating Safe Space for Kids

Staffing

Staff desk in Teen Area must be staffed at least intermittently. Tablet PC (already purchased) will allow useful work time perhaps combined with Collection Development functions. (This is already budgeted in revised operating budget.)

Computers

(Existing lab computers (4), teen table computers (3) and racetrack table computers (2) to move to outer wall of Fiction, along the Youth Adult stack.

- 2 AWE Early Literacy for racetrack table
- 3 AWE preteen for current round teen table
(MC getting quote and demo at PLA this week)

Furniture / Supplies

(Existing furniture to be utilized primarily in the Children's Homework Center without computers.)

- 4 1/2 foot square table or 2 tables each of 2.25 x 4.5 feet
- Replace counter and table in back with two unfixed tables (optional but would keep everything matching)
- Small staff station
- Look at chairs needed (if any)

Requesting BLA Funding up to \$20,000

Estimated Maximum Costs \$17,000 - \$20,000

- Furniture = \$1,925 - \$4,181 plus shipping (depending on model)
- AWE computers – 5 minimum (if \$2,600 each) = \$13,000
- Cables, cable management = \$600
- DVD burners and software if possible for teen PCs or swap around (probably no added cost)
- Flat panels – may not need to purchase separately but possibly maximum of 4 for Teen PCs = \$1,400