

Bernardsville Library Association
Meeting Minutes
10 May, 2006

The meeting was called to order at 7:05 pm by Lorette Cheswick. In addition to Ms. Cheswick, those in attendance were: John Deibert, Madelyn English, Elizabeth Faulkner, Fran Fischer, Barbara Hyzer, Jos Kadam, Jeff Kinkley, Fran Matson, Janet George Murnick, Jay Parsons, Nancy Pierson, Maud Thiebaud, William Wilkie and Karen Yannetta.

Approval of Minutes (See Attachments 1 and 2)

Ms. Faulkner identified a correction needed in the March 8, 2006 Program Committee report and Ms. Thiebaud noted that Mr. Shea had provided a written Finance Committee report, which is now Attachment 4 to the March 8 minutes. Mr. Kinkley moved, and Ms. Matson seconded, that the minutes be approved with these two changes. The motion was adopted unanimously.

Ms. Murnick moved, and Ms. Faulkner seconded, that the minutes of the March 30, 2006 meeting be approved. The motion carried, with Ms. English abstaining.

Director's Report (See Attachments 3 and 4)

Ms. Yannetta handed out the Long-Range Construction Projects Update (Attachment 4) and explained that it depicted Phases 1 and 2 of the proposed changes. This is the third round of preliminary sketches and she reminded the board that there will be no further activity until or unless the BLA and the Board of Trustees (BOT) give approval. The process requires the BLA to write a formal request to the BOT for that approval. Subsequent to approval, Mr. Kennedy-Grant, as project leader, would be responsible for obtaining bids, negotiating with bidders and recommending a general contractor to the BLA for approval.

Ms. Yannetta is ready to recommend the Phase 1 sketches, but the Phase 2 drawings have not been fully discussed with Mr. Wilkie and the staff. These discussions and any further adjustments will be made before she brings the Phase 2 to the BLA for approval. The Phase 1 maximum possible project cost estimate is \$203,101.00.

The board discussed the recommendation, including liability issues, insurance questions and the advisability of obtaining a legal review prior to finalizing the project. Ms. Cheswick will ask Mr. Shea to check the board's insurance carrier to see what, if any, special coverage may be needed.

Ms. Thiebaud moved, and Mr. Wilkie seconded, a motion to proceed with Phase 1 with assurance from legal counsel confirming that liability coverage is in place. The motion was approved without objection.

Ms. Yannetta reported that the BOT Policy Committee is working on a gift policy that will apply to both gifts to the BLA and gifts directly to the library.

Treasurer's Report

Mr. Parsons noted that proceeding with Phase 1 of the construction project will use at least two-thirds of the Blumenschine bequest at a time when BLA is spending much more than the annual income from donations. Ms. Cheswick reported that the Schacht insurance policy premium is due. Ms. Murnick moved, and Mr. Kinkley seconded, that Mr. Parsons submit the payment. The motion passed without objection. Ms. Cheswick will notify Mr. Schacht that this has been done.

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

Ms. Cheswick circulated correspondence received since the last meeting. She reported that she had attended the last two BOT meetings, in which BOT addressed such items as the parking lot issues and general appearance of library grounds. Ms. Yannetta said that the BOT has been very supportive of staffing issues, helped by the Kiwana club's funding of library school for research librarians.

Finance Committee Report (see attachment 5)

Ms. Thiebaud read Mr. Shea's letter regarding his review of 2005 BLA financials, dated May 8, 2006, to the board. Mr. Shea, who was unable to attend the meeting, found that the BLA Financial Statements as of December 31, 2005, appear to accurately reflect the financial condition of the BLA as of that date.

Annual Fund Drive Committee

Ms. English reported that to date 282 gifts totaling \$32,734.65 have been received. She noted that donations continue to trickle in. She stated that she has discussed preparing two different letters to go out in advance of the general fundraising letter that goes to everyone in the borough. One letter would be directed to those people who donated in 2004 but not in 2005. The other letter would go to those who donated in 2005, explaining the importance of their past participation and explaining that they will be getting the general letter too.

Nominating Committee

No report was made.

Public Relations Committee and Publicity Committee

Ms. Murnick said that 15 more packs of the note cards have been sold since the last meeting.

Program Committee

Ms. Faulkner reported that both the March 12 Sax in the City program and the April 23 early music program were well attended and well received.

She reminded the board that Seniors Day is June 9. Volunteers are needed at 9:00am; the event will be from 10:00 to 12:00 with the program beginning at 10:30. Guests will be served tea, coffee, juice and muffins.

Bernardsville's Unity Day is now scheduled for October 7.

Ms. Faulkner term as Program Committee chair ends this year, and she would like the incoming chairperson to become involved in the fall to become aware of the processes involved in running the quarterly programs and other activities that she has been working on for the BLA.

Volunteer Recognition Committee

Ms. Matson reported that she has gotten 28 positive responses for the May 18 volunteer luncheon that will be held at Roni Larini's home. That number increased as various board members responded on the spot. She is planning for approximately 50 people at the event. She detailed the menu, and confirmed who will be providing what items.

Old Business

Ms. Cheswick reported that the newly configured teen area has been well received by both the teen library users and those who use the children's area. The old computer lab area is scheduled to be painted, and the new computers for the children's area are on order.

There will be no TAC award this year; no current TAC volunteer meets the BLA criteria for the award. There will be eligible TAC volunteers in 2007.

New Business

Ms. Cheswick thanked the library staff for her and her husband by providing research and interlibrary loan support. She also stated that she is looking forward to seeing how workable the tablet PCs are that the library staff will be using.

Ms. Cheswick adjourned the meeting at 8:40pm.

Respectfully submitted,

Maud Thiebaud

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

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

Director's Report
BLA Meeting
May 2006

Status of Prior Request(s) for Funding

- ⌚ Discussion of construction project quotes (Blumenschine).
- ⌚ *Creating Safe Space for Kids* project on target. Installed cabling and moved Internet PCs out of juvenile area and former computer lab (now Small Meeting Room). Teen desktops customized, and M. Casey working on software for replacement children and preteen computers.
- ⌚ Library magnets completed and available with other new patron introduction materials.
- ⌚ Magnet clips were a big hit for National Library Week.
- ⌚ Book carts – most are currently in use.

New Purchases Within Budget

- ⌚ From Special Resources account, new database: *Oxford American National Biography*.
- ⌚ Renegotiated subscriptions for *Book Review Digest* and *Wilson's Biographies Plus Illustrations*.
- ⌚ From Staff Development account, Michaele Casey attended Public Library Association Conference in Boston.

New Funding Requests

- ⌚ Although there are several projects in the think-tank, funding requests deferred until completion of the *Creating Safe Space for Kids* project, in case unexpected complications arise.
- ⌚ Possible upcoming requests.

Additional Communications and Issues

- ⌚ Unity Day is scheduled for October 7 this year.

Long-Range Construction Projects Update (to be inserted)

(BLA Letterhead)

March 8, 2006

To the Board of the Bernardsville Library Association:

During Calendar Year 2005, contributions to the Bernardsville Library Association (“BLA”) were less than \$100,000, and, therefore, the State of New Jersey does not require that audited financial statements of the BLA be included with the annual filing with the Office of Consumer Protection. However, the BLA President asked that an informal review be conducted of the BLA’s Financial Statements as of December 31, 2005, and that a report of such review be delivered to the Board at its March, 2006 meeting.

Two qualifications must be noted about this review:

1. As Finance Chair of the BLA, I am not independent of the BLA or its Board
2. I am not a Certified Public Accountant, and the review was not conducted in the manner of an audit.

The review focused on internal documents and the availability of adequate support for all financial transactions.

1. I tested both income and expense categories to verify that amounts recorded in the financial statements agreed with the amounts shown on original documents, including bank deposits and invoices.
2. I confirmed that all expenses were related to BLA-specific activities (such as fundraising and legal activities related to the use of the Blumenschine bequest) or BLA-approved gifts to the Library.
3. I confirmed that the balances of the BLA bank and investment accounts, as shown on the BLA Balance Sheet as of 12/31/05, agreed with Year-End 2005 balances as shown on the December 31, 2005 statement from each institution.

Overall, I am pleased to report that the BLA Financial Statements as of December 31, 2005, appear to accurately reflect the financial condition of the BLA as of that date.

During the review, certain minor adjustments were identified which were made before the issuance of the final financial statements.

I want to thank Jay Parsons, Karen Yanetta and Madelyn English for their excellent cooperation and assistance during the review, and I would note that the documents that I reviewed reflected their diligence in carrying out their responsibilities throughout 2005.

Respectfully submitted,

Thomas E. Shea
Chairman, Finance Committee
Bernardsville Library Association

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