

Bernardsville Library Association
Meeting Minutes
12 July 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, Fran Fischer, Barbara Hyzer, Jos Kadam, Jeff Kinkley, Fran Matson, Janet George Murnick, Tom Shea, William Wilkie and Karen Yannetta.

Approval of Minutes (See Attachments 1)

Mr. Kinkley moved and Mr. Shea seconded the approval of the minutes of the May 10 meeting. The motion was unanimously approved.

Correspondence & President's Report

Mrs. Cheswick circulated recent correspondence. She made note of two items: 1) the editorial in The Bernardsville News about the Peapack Gladstone library which went out to bid and received shockingly high price tags; 2) a letter from Stephanie Wallace to Borough Council regarding our Phase I construction. There has been no official response from the Borough.

Mrs. Cheswick reported that she met with Mr. Wilkie and Mrs. Yannetta regarding Phase II construction. She also met with Mrs. Yannetta and two AT&T statisticians who are looking for ways to search digital media and video databases. They appreciate the library's support.

She said that, on behalf of the BLA, she had written a letter to the library's Board of Trustees about Phase I construction. They, in turn, wrote to the Borough Council.

At the library board meeting, there was some discussion about maintenance issues between the board and the borough.

The parking situation at the Library is much better now that school is out.

Treasurer's Report

Mr. Parsons circulated financial reports in advance of the meeting. Mr. Shea reported that the Johnson & Johnson stock gift has been sold for proceeds of approximately \$6,000. He reminded the group that we are spending much more than we are taking in. Mrs. Cheswick added that she has written Mr. Schacht a letter and, in the meantime, the BLA has paid the insurance premium. She is scheduled to meet Mr. and Mrs. Schacht to request his annual donation.

Director's Report

Mrs. Yannetta asked Mr. Wilkie to summarize the above-mentioned meeting about Phase I construction. He said that there had been attempts to incorporate a staff bathroom into Phase I, but it doesn't work so that idea has been abandoned for now. In Phase II, we are looking at redesigning Technical Services. We are also not tackling any part of that right now. In answer to a question, no additional fees are due the architect. With respect to Phase I, we are waiting for response from the Borough Council.

The Safe Space computers have been installed with MS XP Professional, Office 2003, some games, and no Internet except databases from the library and from the school. Reaction has been enthusiastic from all. The small meeting room can now be used as such.

New Funding Requests (Attachment)

There was a long discussion about the poster request. Eventually, a motion was made by Mrs. Cheswick and seconded by John Deibert to approve funding for the first two requests—an additional \$300 for the Local History classification project and \$200 for DearReader electronic bookclub. This motion passed in a 10-2 vote. Action on the last proposal (posters) was deferred to a fundraising sub-committee headed by Mrs. Murnick. It will be discussed in the context of other fundraising ideas, and the sub-committee was charged with making a recommendation on fundraising to the BLA in the next four weeks.

Finance

Mr. Shea reported that he will reopen the discussion about transferring funds from Fidelity to Vanguard. This was put on hold due to market conditions. Part of the decision depends on the timing of Phase I construction and the need for cash.

Mr. Shea also said that he will now start collecting information for the next budget cycle by meeting with Mrs. Yannetta and the various committee chairs. He again reminded the group that we are spending in the neighborhood of \$41,000, but the fund drive has been bringing in only \$30,000.

Fund Drive

Mrs. English reported that the total to date of the fund drive which began October 1st is \$28,001 in cash donations, \$5,025 in matching gifts, and \$6,000 in the form of the J&J stock.

Nominating Committee

In Mrs. Robinson's absence, Mrs. Cheswick reported that Mrs. Robinson is examining the tenure of current board members in order to determine what vacancies will exist in the coming year. Mrs. Fischer questioned the role of the BLA board and how decisions are made.

Public Relations

Mrs. Murnick spoke about submitting an article with photographs to the newspaper about the Safe Space Project. Mrs. Yannetta will identify "converts" who are enthusiastic about the changes who might be interviewed for the article. Notecards continue to sell slowly. Mrs. Cheswick noted that she thought the BLA should support the Peapack

Gladstone Library Friends, possibly by writing a letter to the editor. She said current events are an important opportunity to speak about the value of library and remind the public of our existence and what we have to offer.

The meeting was adjourned at 9:12 pm.

Respectfully submitted,

Madelyn English

Approved July 12, 2006

**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 Kiwanis 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