

## **Bernardsville Library Association**

### **Meeting Minutes**

**September 13, 2006**

*Approved November 8, 2006*

The meeting was called to order at 7:11 pm by Lorette Cheswick. In addition to Ms. Cheswick, those in attendance were: John Deibert, Madelyn English, Elizabeth Faulkner, Barbara Hyzer, Jos Kadam, Fran Matson, Jay Parsons, Maureen Robinson and Karen Yannetta.

#### **Approval of Minutes** (See Attachments 1)

Mrs. Cheswick made a few corrections to the July minutes as circulated. A motion to approve the minutes as amended was moved by Jay Parsons and seconded by John Deibert. The motion was unanimously approved.

#### **Correspondence & President's Report**

Mrs. Cheswick noted three items of special interest:

- A letter from Jeff Kinkley resigning from the board as of the end of 2006;
- Correspondence from Mr. Schacht;
- Correspondence with the Borough and Library Board of Trustees about moving forward with Phase 1 of the construction project. Mrs. Cheswick noted that she has told the Board that future BLA gifts will require targeted guidance from the Board since we have reduced balance of the furnishings fund to zero.

Mrs. Cheswick reported that the Borough Council approved the construction project pending the resolution of some insurance issues.

#### **Director's Report**

- Mrs. Yannetta elaborated that construction was approved by the Borough Council subject to the understanding that the BLA will turn over ownership of improvements to the Borough when they are complete.
- Safe Space for Kids – Michael Casey is making the resources attractive and safe for kids. There is still \$10,463.27, and all of it may not be needed.
- New newspaper shelving was funded by a private donor.
- The Local History reclassification project will begin on October 11.
- 

#### **New Funding Requests** (Attachment)

Mrs. Yannetta noted that the Board still has to approve the requests (our meeting occurred first). Mrs. Cheswick moved and Mrs. Fischer seconded the motion to approve the Director's requests as listed in the report, subject to the Board's approval. It passed unanimously.

#### **Treasurer's Report**

Mr. Parsons circulated financial reports in advance of the meeting. He reported that he had renewed our FOLUSA membership. Mrs. Faulkner requested replenishment of her petty cash account. Mrs. Robinson moved and Mrs. Faulkner seconded the motion to accept the Treasurer's reports as circulated. This passed unanimously.

## **Committee Reports:**

### **Finance**

Mr. Shea, who was not present, had circulated the revised budget in advance of the meeting. Mrs. Cheswick has a few questions to go over with Mr. Parsons and Mr. Shea and wants to reconcile their reports with Mrs. Yannetta's reports of monthly expenses. She will report later on this, specifically an accurate report of what we have in reserve funds. Mr. Parsons moved and Mrs. Faulkner seconded a motion to introduce the revised budget. Mrs. Yannetta requested that the \$10,000 now under Furnishings be re-named as "Undesignated" since the furnishings account has been spent down.

### **Fund Drive**

Mrs. English reported that the total collected in the fund drive which began October 1<sup>st</sup> was \$40,519.65 (including cash donations, proceeds of stock sale, and matching gifts). She also said that the letter to last year's donors with personally addressed envelopes and stamped return envelopes was mailed on September 7. There have been eighteen responses so far, totaling \$2,175. These same donors gave \$1,600 last year. A sign-up sheet to acknowledge gifts was circulated.

### **Nominating Committee**

We reviewed the chart showing the longevity of board members since 1997. Six board members are slated to leave at the end of the year. Mrs. Faulkner will stay on as VP, Mr. Parsons as Treasurer. Rita Stein will return; and Michelle Iossa and Loretta Mascaro will be invited to join. Mrs. Robinson was asked to ask Ms. Thiebaud, Mrs. Larini, and Mrs. Fischer if they would like to stay on. Mrs. Robinson requested help with additional nominations.

### **Public Relations**

In Mrs. Murnick's absence, Mrs. Cheswick reported how helpful Mrs. Murnick had been with the Borough Council. She also said Mrs. Murnick is working to get publicity for the Safe Space for Kids project.

### **Programs**

Mrs. Faulkner asked for sign-ups to man the BLA booth on Unity Day. She reported that there will be a concert with Scandinavian music on October 15, and a group called City Winds will perform on November 12. The program committee has met and established a tentative schedule for 2007.

### **Volunteers**

Mrs. Matson said that she is planning the holiday gift bags of goodies again this year.

### **Resolutions**

There was a long discussion about the resolutions to be introduced now for a vote at the November annual meeting to change our name. Though the content was verbally settled, it was agreed that Mr. Parsons would write the motions with the proper language for incorporation into the minutes. The following was provided by Mr. Parsons later that evening:

**RESOLVED, that the board approves amendment of the certificate of incorporation of the corporation to change its name to "Friends of the Bernardsville Public Library, Inc.", effective as of January 1, 2007, and directs that the proposed amendment be submitted to a meeting of the members of the corporation to be held November 8, 2006, and further**

**RESOLVED, that if the members adopt said amendment, the president is directed to file, on or shortly after December 2, 2006, a certificate of amendment with the appropriate office of the State of New Jersey, and upon the effective date of such amendment the by-laws of the corporation shall be and hereby are amended to substitute the new name of the corporation for the old wherever occurring.**

### **Thanks**

Mrs. Cheswick thanked the following:

- Mrs. Murnick for public relations and fundraising efforts;
- Mr. Parson for filing the new tax return;
- Mrs. Larini, Mrs. Murnick and Mrs. English for implementing the pre-appeal solicitation;
- Mrs. Faulkner and Ms. Thiebaud for being available to meet Mr. Schacht;
- Mr. Shea and Mr. Parsons for their patience and detailed analysis in preparation of the budget.

Mrs. English, in turn, thanked Mrs. Cheswick for all her hard work on behalf of the BLA and the Library.

### **Old Business**

Mrs. Cheswick notified the Board of Trustees and the Town Council, per the board's direction, that we were ready to fund the next phase of the project—which are the bid documents—if both the BOT and the Borough council were willing to approve the next step in principle and as long as contract and insurance issues were discussed and agreed. The BOT approved the process. The council said yes to the contract, as long as the BLA had liability insurance to cover the construction.

### **New Business**

Mr. Parsons moved that the group accept the bank resolution to change signatories at Somerset Hills Bank. It was unanimously approved.

The meeting was adjourned at 8:52 pm.

Respectfully submitted,

Madelyn English