

**Bernardsville Library Association**  
**Meeting Minutes**  
**8 November, 2006**

The meeting was called to order at 7:12 pm by Lorette Cheswick. In addition to Ms. Cheswick, those in attendance were: John Deibert, Madelyn English, Elizabeth Faulkner, Fran Fischer, Barbara Hyzer, Michelle Iossa, Estrid Jones, Jos Kadam, Jeff Kinkley, Fran Matson, Theo Mulgrum, Janet George Murnick, Jay Parsons, Tom Shea, Maud Thiebaud, William Wilkie and Karen Yannetta.

**Approval of Minutes** (See Attachment 1)

Mr. Shea moved, and Mr. Parsons seconded, that the minutes of the September 2006 meeting be approved. Ms. Cheswick requested the Old Business section be reworded. The amended minutes were approved without objection.

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

- Ms. Cheswick said that the Board of Trustees (BOT) has been busy the last two months. Of note is the capital budget, which needs \$35,000 for computers, of which the BLA has agreed to fund \$12,000.
- Ms. Cheswick attended the trustee institute along with Terry Thompson, and found it to be worthwhile.
- There have been several pieces of correspondence generated by the annual fund drive, and Ms. Cheswick circulated items received for board review.
- Mr. Shea and Mr. Parsons are looking into insurance needs for the period of construction.
- Ms. Cheswick commended all who have worked on the annual fund drive, with particular thanks to Ms. English, Ms. Larini, and Ms. Mulgrum for their generous efforts.

**Director's Report** (See Attachment 2)

Ms. Yannetta met last week with Mr. Kennedy-Grant and expects to receive drawings for Phase 1 work in the near future. She gave a brief synopsis of the work to be done and confirmed that Mr. Kennedy-Grant is the planned project manager but not general contractor. She outlined the process—putting the project out for bid, selecting a contractor, tearing out the old circulation desk/offices, waiting for the desk to be fabricated, working around the disrupted area in the meantime—and said that the expectation is that it will take 12 or so weeks to accomplish.

The Creating Safe Space for Kids project will not require additional dollars. It is complete and working well. The actual amount that was approved but will not be required is approximately \$9,500.00. She recommends that amount to be redirected to the Technology Plan. Ms. Cheswick moved, and Ms. Murnick seconded, that all unused Creating Safe Space for Kids monies be redirected to the Technology Plan. The motion passed without exception.

### **Treasurer's Report (See Attachment 3)**

Mr. Parsons noted that the contributions income shown on the statements reflects all monies received this year. The fund drive for 2006 is the major portion, but some of the 2005 receipts are included.

Mr. Shea moved, and Ms. Faulkner seconded, that the following resolution for the BLA name change be adopted:

Whereas the board approved 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 directed that the proposed amendment be submitted to a meeting of the members of the corporation to be held November 8, 2006, it is resolved that the members adopt said amendment. Upon the effective date of the 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.

A brief discussion was held about inclusion of the word public in the name; it is included to be consistent with the library's sign on the building. The motion passed with 16 members approving and 2 members abstaining.

### **Finance Committee Report**

Mr. Shea stated that the BLA's Peapack-Gladstone Bank CD will soon reach its maturity date. He recommended that it be rolled over for a 6 month CD. Mr. Wilkie moved, and Mr. Kadam seconded, that the CD be purchased for a 6 month period. The motion was passed without objection.

Mr. Shea discussed the proposed 2007 budget. It was noted that the total expense estimate of \$46,000 comprised of \$36,000 for recurring expenses and \$10,000 for furnishings. Ms. Yannetta asked if it is intended that \$10,000 will be restricted to furnishings and, after discussion, it was determined not to be the intention of the board. Mr. Parsons moved, and Mr. Wilkie seconded, that the budget—without restriction on the \$10,000 identified for furnishings—be approved. The motion passed without objections.

### **Annual Fund Drive Committee**

Ms. English reported that \$25,975.00 has been received to date for this fund year. With the expected matching gifts the total will come to \$30,725.00 to date. This is approximately \$8,000 above where we were at the same time in the process in 2005 and \$9,500 above receipts in 2004. She also reported that the letter to the previous donors was effective, with 29% giving more than previously and 35% giving the same amount. Ms. Cheswick thanked all for the good efforts.

### **Nominating Committee (See attachment 4)**

Maureen Robinson presented the proposed slate for the coming year. New members proposed are Ms. Michelle Iossa, and Ms. Loretta Mascaro along with Rita Stein, who is returning after a year's hiatus. Ms. Faulkner moved, and Ms. Murnick seconded, that the proposed slate be adopted. The motion passed without objection.

**Public Relations Committee**

Ms. Murnick reported that she sent a letters to the Bernardsville News regarding the fund drive and the Safe Space for Kids project, neither of which were printed. She will continue to try to get recognition this way.

**Program Committee**

Ms. Faulkner gave a detailed report on up-coming events, and subsequently provided notes on her comments (see attachment 5). She stated that Senior Day will include a light brunch, as was done in 2006.

**Volunteer Recognition Committee**

Ms. Matson requested support for the holiday cookies to give to library volunteers. These are needed by December 12. She will send out a list for sign-up.

**Old Business**

There was no old business.

**New Business**

Ms. Cheswick suggested that the BLA consider realigning the meeting schedule to better fit with the meetings of the Board of Trustees. It was agreed to change the meetings to the third Wednesday of January, March, May, July, and September in 2007. The November meeting will be on the second Wednesday to avoid conflicts with the Thanksgiving week. Mr. Parsons moved, and Ms. Faulkner seconded, that the meeting be adjourned until 7:00pm on January 17, 2007. Before the motion was voted upon—and accepted with alacrity—Mr. Shea noted that this is the last meeting for Ms. Cheswick and Ms. English. He recognized them for the outstanding service they have provided to the BLA over the years, and the board concurred.

Ms. Cheswick adjourned the meeting at 8:15pm.

Respectfully submitted,

Maud Thiebaud

Approved November 8, 2006

**Bernardsville Library Association  
Meeting Minutes  
September 13, 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 – Michaela 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.
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**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

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

**Status of Prior Request(s) for Funding**

- Construction plan report.
- Creating Safe Space for Kids project status.
- Technology Plan implementation: Library Board of Trustees approved BLA funding at an October 2006 meeting. Initial order has been placed.

**New Purchases Within Budget**

- Large Type Collection – ongoing purchases have made this collection a wonderful source of large print materials. Staff members are relocating the entire collection to a more convenient and visible spot near *New Books*.
- New session of English as a Second Language (ESL) started in September.
- *MagillonLiterature* purchased under *Children's Enrichment* account.

**New Funding Request**

At September BLA meeting requested that all unallocated funds remaining in the approved 2006 BLA Furnishings and Major, Non-Furnishings budget go toward implementing the Technology Plan 2006 – 2008.

At that time, calculated that there was a minimum of \$12,000 remaining in the approved budget depending on final amount spent on the *Safe Space for Kids* Project. A total of \$10,463.27 was still earmarked for *Creating Safe Space for Kids* project. We will not need to use more than \$700 of those *Safe Space* funds, leaving a remainder of \$9,763.27, which I would like to confirm I may also use toward Technology Plan costs, including partial funding of a Reference Tablet PC with Polaris Inventory Software. This will enhance the abilities of the Reference Librarian to serve patrons in the stacks (wireless Internet connection), as well as to work on collection maintenance needs.

**Additional Communications**

Draft *Value of Library Services* below:



In partnership with the New Jersey State Library and the Highlands Regional Library Cooperative Funding and Resource Development Task Force

### Bernardsville Public Library Value of Services - 2005

**2000 Census Population: 7,345**  
**Budget FY05: 799,350**  
**Visitors in 2005: 194,038**

Item	Circulations	Cost	Total
Computer Users	56,554	\$12.00	\$678,648.00
Reference Questions	35177	\$15.00	\$527,655.00
Children's program participants	16701	\$5.00	\$83,505.00
Nonfiction books (adult)*	28,794	\$41.07	\$1,182,569.58
Fiction books (adult)	24,920	\$24.81	\$618,265.20
Juvenile books	64664	\$19.31	\$1,248,661.84
CD	4543	\$12.00	\$54,516.00
DVD	20449	\$22.00	\$449,878.00
VHS	13633	\$12.00	\$163,596.00
Audio books CD	3608	\$30.00	\$108,240.00
Audio books cassette	5414	\$20.00	\$108,280.00
Magazines	3383	\$5.00	\$16,915.00
Newspapers	0	\$2.50	\$0.00
Online databases	24	\$3,000.00	\$72,000.00
Total value of services			\$5,312,729.62

**Return on Investment: 665%**

Formula: To get value%, divide total value of services by total budget dollars, then multiply result by 100. This is a standard percentage formula.

Every dollar spent equals \$665.00 of return.

\* Note on cost of NonFiction Books: This average includes encyclopedias and other multi-volume sets.

The Highlands Regional Library Cooperative is a proud member of the New Jersey Library Network. The Cooperative and its services are made possible in whole or part by funding to the New Jersey Library Network from the NJ State Legislature and the New Jersey State Library, an Affiliate of Thomas Edison State College.



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### Valuing Libraries Price List, as of 1/06

Item	Cost	Source
Adult fiction	\$24.81	SLJ Mar 2005
Adult non-fiction	\$41.07	SLJ Mar 2005
Adult non-fiction incl. ref. books	\$73.64	SLJ Mar 2005
Adult program	\$10 per person	adult ed classes
Audio cassettes	\$8.00	Avg. price found
Audiobook on cassette	\$20.00	audible.com
Audiobook on CD	\$30.00	audible.com
Bibliographies	\$500.00	10 hours professional work
CD	\$12.00	Avg. price found
CD-ROMS	\$40.00	Avg. price found
Childrens program	\$5 per child	Avg. cost at comm centers
Computer use	\$12.00	Kinko's
Database instruction	\$5 per hour	cont ed classes
Document delivery	\$1 per page	ILL rates
DVD	\$22.00	LJ May 2004
ebooks	\$15.00	Avg. price found
ESL classes/tutoring	\$15 per hour	local tutors
Homework help	\$20 per hour	local tutors
Interlibrary Loan Transaction	\$26.78 per	ACRL, 2003
Internet access	\$540 per year, hi-speed	Comcast
Journals	\$600 per year	LJ Apr 2002
Juvenile books	\$19.31	SLJ Mar 2005
Language sets (book and tape)	\$80.00	Living Language
Literature searches	\$50 per hour	information broker
Magazine	\$5 per issue	Avg. purchase price
Meeting rooms	\$250 per event	local rates
Newspaper	\$0.90	Bowker
Online database	\$3,000.00	average cost
Paperbacks (mass market)	\$7.00	average cost

Paperbacks (trade)	\$18.88	SLJ Mar 2005
Picture books	\$17.50	SLJ Mar 2005
Reference questions	\$50 per hour	information broker
Study room	\$15 per hour	A "guess," you can change this
VHS	\$12.00	LJ May 2004
Website visits	\$2 per hit	Google ads

See Profit and Loss Dated November 7, 2006

**November 2006 Attachment 3**

November 2006 Attachment 4

Insert Document titled "BLA Board Membership Chart for January 2007"

## November 2006 Attachment 5

Brief notes on comments made at the 8 November 2006 BLA Annual Meeting

By E. Faulkner

The Program Committee met on Thursday, 7 September.

We decided on dates and program ideas for 2007. (Not written in stone.)

- |             |  |
|-------------|--|
| 11 February | Chinese New Year (actual date is 18 Feb.)  |
| 22 April    | Idea: choral group   |
| 8 June      | Seniors' Day<br>Rick Busciglio with a music and visual program pertaining to Flag Day, D-Day and patriotic music |
| ? Sep/Oct   | Unity Day  |
| 14 October  | Idea: harp/flute duo or Sarabande (Irish, gypsy, Renaissance music)  |
| 11 November | Idea: Navesink Brass (brass quintet)   |

Reported on Unity Day, and thanked Jeff, Theo, Jay, Estrid, Jos, Madelyn and Lorette for volunteering.

Reported on the 15 October concert: 'Reflections & Joy in Scandinavian Music'  
Thanked for baked goods: Fran Matson, Lorette, Barbara, Jeff  
Thanked for concert help: Madelyn, Jos, Barbara, Jeff, Tom, Fran Fischer (noting her stunning table centerpieces).

Next concert: 12 November: 'Celebrating Scott Joplin'

Reported that I will miss Jeff Kinkley on the Program Committee and the BLA board.