

Friends of the Bernardsville Library Inc.
Meeting Minutes
January 17, 2007

The meeting was called to order at 7:04 by President Tom Shea. Those in attendance were Elizabeth Faulkner, Barbara Hyzer, Fran Fischer, John Deibert, Michelle Iossa, Estrid Jones, Jos Kadam, Loretta Mascaro, Fran Matson, Theo Mulgrum, Janet Murnick, Nancy Pierson, Maureen Robinson, Rita Stein, William Wilkie, Karen Yannetta.

The President welcomed everyone to the first meeting of the New Year and introduced the new board members, Loretta Mascaro and Michelle Iossa. Rita Stein was welcomed back to the board after a short absence. Each board member introduced themselves to the entire gathering. Theo Mulgrum introduced two guests to the meeting Maria Vega and Estella Ferrara.

Approval of Minutes: Approval of November's minutes was tabled for the current meeting as they were not available. The two major items in the November minutes were the organization's name change and elections of officers.

Presidents Remarks

Principles to work by

a. Transparency-all Board members will be kept informed of all Board activities and actions and will have the opportunity to provide input. Committees are expected to be active, to prepare minutes of their meetings and to distribute those minutes to all Board members at or before the next Board meeting.

b. Team work - This is a board of equals with lots of skills and knowledge of Bernardsville and of libraries. Everyone's input is both sought and valued and every Board member should be on the two committees. Assignments will be determined by each member listing his/her order of preference for committee assignments, and the President will make the committee assignments based upon this information.

c. Process-Transparency and useful input work best when Board members have adequate notice and time to consider issues before being asked to make a decision. To the extent possible, Board members should be notified via the agenda or a report attached to the agenda of specific decisions that they will be asked to make at the upcoming meeting. Committee chairs are asked to prepare reports for distribution before or at the beginning of each Board meeting and to focus their comments on the highlights of the report.

Challenges -

a. Construction of circulation desk. Friends approved project last year. Architect nearing completion of plans and soon we will be ready to select a contractor. (See report by Construction task Force)

b. Name change to distinguish us from Board of Trustees

-We need to raise awareness of the Friends by defining what we do to support the Library

-The process requires 30 to 45 days for the state to acknowledge the change. When the change takes place we need to notify our banks and brokerage firm and file the necessary notifications with the US and NJ tax authorities.

-Janet Murnick raised a question on "should anything go out in next 2 weeks what shall we call ourselves? The President replied that we should put out a press release announcing our name change

The President noted the success of the meeting between Bernardsville Mayor, School Superintendent, Director of the Bernardsville Library and representatives of the Spanish Speaking Community of Bernardsville January 11, 2007. This meeting was facilitated by Theo Mulgrum and Lorette Cheswick; the President thanked them for their efforts. (See Attached Flyer).

Correspondence - Letter received from the Children's Librarians thanking the FBLA for the generous and continuous support of the children's and youth programs at the library. (See Attached #A)

Director's Report - Karen explained to all members how she compiles her report and the kinds of information that it will contain. (See attached) Also discussed at this time was the process to put the information in the local newspaper. Karen's provided the board with statistics of how the library is serving the community. Of particular note is the Wall of Honor. This is a public space in the library to honor those who have given very generously to the library. For the time being this wall of honor is in a temporary location. Maureen asked if Karen could recognize the FBLA as the sponsor for the monthly newsletter.

Treasurer Report

In Jay Parsons absence Tom Shea explained the Year End 2006 Financial Statement.

We have unrestricted reserves of approximately \$40,000. (See Attached #B)

Committee Reports

Finance -John Deibert

1. Need Committee
 2. Need new signatories
 3. Board resolution to open and close bank accounts
 4. Insurance meeting- related to construction project
 5. Internal Audit - to certify to FBLA and board of Trustees that all financial transaction is accurate
 6. 2007 Budget approved by the board in November
 7. Change budget report document to make it easier to read. Library Director Karen Yennetta should send request for fund to Finance committee before bimonthly board meeting.
 8. Furniture account pulled out of accounting and delineated
- President Tom Shea explained that the cost of an outside audit is about \$15,006 therefore we have our own internal financial review. But it is not an official audit

Fund Drive

In Roni Larini's absence the President presented the current status

- a. Total gifts to date: approximately \$47,800

- b. Matching gifts down this year
- c. One time gifts are \$11,650
- 4. Regular contributions up \$2,000 from last year

Maureen Robinson brought up the issue of needing a Fund Drive Co-Chair. This was followed by a discussion of possibility combining fund raising efforts with the annual fund drive and putting fundraising under the umbrella of Public Relations. The President passed around a book mark from another Library. It had been used as a fundraising tool. The President felt we need to develop a Fund raising plan. Library director Karen Yanetta explained that the FBLA could certainly find small items to use as fundraisers. Fran Fischer believes she has several good ideas to bring to the table in the way of fund raising. Fran also suggested we return to the wonderful donors who contributed to the creation of our current structure. An ad hoc committee of the Ways and Means was formed to develop fund raising ideas. This committee will consist of Rita Stein, Fran Fischer, Michelle Iossa, Maria Vega and Estella Ferrara. Committee will report back to the FBLA board in March

Nominations - Theo Mulgrum

Have one space open on the board due to Jeff Kinkley's resignation.

Program - Jos Kadam

February 11, is the Chinese New Year program. Cookie and Ushers/Set up was planned through email. Next program is Harmonytryx an all female a capella group. Jos expressed a need for a meeting of the program committee for suggestions of other programs. Elizabeth Faulkner will continue with the program committee to assist.

Volunteer - Fran Matson

- 1. Looking forward to having a committee
- 2. 45 cookie bags prepared for holiday give away to library volunteers at Christmas
- 3. Volunteer lunch need a house to handle 60 to 80 people possible dates May 10, 17

Construction Task Force - Bill Wilkie

Architect has produced a plan. Construction task force had a meeting (Report attached.) We need to remember Karen and the library staff are the customers. The Architect Kennedy-Grant will get the bids then board will review the bids the President noted that since the FBPL is funding the project, the Board needs to create a committee that will work with Karen. Maureen Robison proposed a motion to formalize an ad hoc committee Bill Wilkie Second the motion. Motion was passed with a vote of 17 for and one abstention (See attached motion. #C)

Other Business

Maureen proposed a motion to authorize the opening and closing the FBPL bank accounts. Jos Kadam seconded the motion. It was unanimously approved

Maureen proposed to activate the Executive Board of the FBLA and to expand the Executive Board to include the Finance, Program and Publicity Chairs.

Theo seconded the motion. 17 votes in favor one abstention.

William Wilkie proposed a motion to change the BLA corporate seal to read Friends of the Bernardsville Public Library 1902 Jos Kadam second the motion. It was unanimously approved

Maureen Robinson proposed a motion to honor Lorette Cheswick, the outgoing president with a gift to the Bernardsville Library. Books will be selected by the Library staff to honor Lorette, and the FBLA will make a donation of \$200.00 to cover this cost.

William Wilkie Seconded the motion and it passed with a favorable vote of 17.

Meeting was adjourned at 8:45

Respectfully submitted
Barbara Hyzer