

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
April 17, 2007**

Attendance: Stephanie Wallace, President; Donald Burset; Jim Kellett; John McCrossan; Lucy Orfan; Dennis Reznick and Terry Thompson. Russ Giglio and Peter Miller were absent. Karen Yannetta, Executive Director, Bernardsville Public Library, and Tom Shea, President of the Friends of the Bernardsville Public Library (“Friends”), were also present.

Stephanie Wallace called the Board of Trustees (“Board”) meeting to order at 5:35 p.m. and read the Open Meeting Notice.

Public Participation: Mr. Shea reported that the Friends were expecting the bids for the circulation desk project in the week following the Board meeting, and that they would review background, credit and insurance coverage for the final candidate. He also said that their internal financial review had shown that all was in order with the Friends’ books, and that they had tentatively decided to have a professional audit every five years or so, even though not required by statute or regulation.

Minutes: Stephanie Wallace moved approval of the minutes of the meeting of March 20, 2007, as amended; Donald Burset seconded the motion, which carried.

Director’s Report: Karen Yannetta presented highlights from and additions to her report, as follows:

- She presented the proposed new structure for the Volunteer Program (Appendix C) after describing some unfortunate recommendations of volunteers unable to perform the jobs for which they has volunteered, or for which they had been suggested as volunteers by others. She commented that the Volunteer Program is in fact a public service that the library offers to others.
- Our nomination of the Kiwanis Club for a Library Champion Award (for the scholarship program they funded that has permitted two of our staff members to earn M.L.S. degrees) has been granted, and the award will be presented at the state library meeting on April 24 in Long Branch.
- The board was pleased to see item 2 (c) in the Director’s report and congratulated her on the well-deserved award.
- The outdoor book return box has suffered severely, either from being hit by a car or being beaten. Karen Vaias and Pat Kennedy-Grant showed persistence and tact in working with the insurance adjuster for JIF, who did not believe we had a claim but has come to accept that we do.
- Mrs. Yannetta showed the current, hopefully final, version of the plans for rebuilding the circulation desk. Mr. McCrossan inquired whether the Borough Council had been informed; and was told that it had not only been informed, but had reviewed the plans and consented.

Treasurer’s Report: Mr. Kellett pointed out that the first page of the financial reports is a revision of the prior month’s report, that he is working to make the reports more user-friendly, and that he appreciates the suggestions he has received from Messrs. McCrossan and Shea. He also pointed out that the average daily usage of electricity has changed which is reflected in the electric bill. When looking at the individual items in the bills list, Mrs. Yannetta mentioned that Tim Weller, our volunteer shelver, does a marvelous job, and the board concurred that buying kneepads was a tiny price to pay for his most

appreciated services. Mr. Reznick moved to approve the Treasurer's Report, to pay the new bills received from April 1 to 17 and to ratify the payment of bills received and paid from March 21- 31. Mr. Burset seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: The committee presented its projections for next year. Mrs. Wallace moved to accept the revised operating budget in the total amount of \$972,027.40. Ms. Thompson seconded the motion, which carried.

Personnel: No report.

Policy: The policy committee recommended not requiring State Police background checks on prospective new employees, therefore no change to existing employment policies. The board concurred.

Long Range Planning: The Long-Range Planning Committee met on April 11, and first evaluated the current mission statement, finding it still valid. The committee discussed the role of the library staff in long-range planning and decided to recommend an increased staff involvement, as described in the attached document entitled "Long-Range Plan Procedure Recommendations" as revised April 11, 2007. Mr. Reznick asked about community involvement in the Long-Range Plan, but was willing to accept the staff input plus that of the groups with which the library has ongoing communication (e.g., teens, seniors, Hispanics) for the present. The board asked the Policy Committee to look at the Mission Statement from a wording perspective, but concurred that it was still a valid statement of the library's mission and accepted the recommendations included in the above-mentioned document.

Communications: none.

Old Business:

New Business: None.

At 6:49 pm, Mrs. Wallace moved to go into executive session to discuss volunteer awards; Mr. Burset seconded the motion, which carried.

At 7:00 pm. Mrs. Wallace moved to end the executive session and to adjourn the Board meeting; Ms. Thompson seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary