

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
August 15, 2006**

Attendance: Stephanie Wallace, President; Peter Miller, Lucy Orfan, Jay Parsons, and Terry Thompson. Donald Buset, Russ Giglio, Jim Kellett and Dennis Reznick were absent. Also present: Karen Yannetta, Executive Director, Bernardsville Public Library and Lorette Cheswick, president of the Bernardsville Library Association (“BLA”) and public gardens chair of the Bernardsville Garden Club.

Stephanie Wallace called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. and read the Open Meeting Notice.

Public Participation: postponed until discussion of old business.

Minutes: Jay Parsons moved approval of the minutes of the meeting of July 18, 2006; Mrs. Wallace seconded the motion, which carried.

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

- Mrs. Yannetta asked the board to consider the draft *Borrowing Items* policy she provided in the additional board report. After discussion, Ms. Thompson moved that the board approve the policy; Mrs. Orfan seconded the motion, which carried.
- Mrs. Yannetta asked to expend about \$750 from the plant operations account to employ a lighting consultant in order to complete the capital request to the borough for lighting replacement in the wings. The board, which had approved the use of such a consultant in January 2006, agreed to this request. Mrs. Yannetta noted that the need to complete and submit the request will increase as the hours of daylight become shorter and the inadequacy of the lighting becomes more obvious.
- Mrs. Yannetta noted that because the last water bill was estimated rather than based on meter reading, we may receive a larger bill when an actual reading can be made. The meter reader has been unable to read the meter because the lock to the lower floor office that gives access to the closet holding several meters and controls has been changed, and the library does not have a duplicate of the new key. In addition, we do not know whether the landlord has placed a copy of the new key in the Knox box, to which fire and emergency services have access in case of an out of hours emergency. Borough personnel have been informed of this possibility.
- The board had a brief, jocular discussion of the recent invasion of a mouse. Mrs. Cheswick suggested that the mouse might have been a “drop-off”, a former pet. Board members expressed their hopes that the mouse had found a better home, rather than deciding to live in the library.
- Ms. Thompson praised Megan Hartley for her willingness to find extra sources of information regarding teen magazines.

Treasurer’s Report: Stephanie Wallace noted that Mr. Kellett was unable to be present due to a schedule conflict and relayed his suggestion that the 2007 preliminary budget discussions be postponed until September. She moved that the Treasurer’s Reports be accepted and to authorize the payment of new bills received from August 1-15 and to ratify the payment of bills paid from July 19-31, 2006. Terry Thompson seconded the motion, which carried by an unanimous roll call vote.

Committee Reports:

Finance: no report.

Personnel: Mr. Parsons reported that the Borough Council had approved the library's request to enroll separately in the State Health Benefits Program.

Long Range Planning did not meet, but Mrs. Yannetta reported that the staff input session was very successful.

Policy: The board approved the digitization policy, and also approved seeking funding from a single donor, or alternatively a few large donors, for the proposed new Gift Recognition boards in the foyer.

Communications: Mrs. Yannetta circulated thank you notes from Mmes. Hartley and Kennedy-Grant for the recognition gifts given at the July staff meeting.

Old Business: Mrs. Wallace reported on her communications from Lee Honecker (a voice mail message) and a letter from Denis Dooley. Both were sent while she was out of town on vacation, and she responded by telephone the day after she returned. Both were regarding a request that members of the Board meet with the Public Works committee of the Borough Council to discuss the existing financial arrangements for maintenance and capital improvements to the library building. Mrs. Wallace responded to both Council members by telephone and email on Monday, August 14, explaining that she had been away, that the request would be discussed at the regular Board meeting on August 15, and that she would be in touch after the meeting.

Mrs. Cheswick reported that she and Janet Murnick, for the BLA, had been present at the Borough Council meeting on August 14 and had offered a meeting with the BLA to discuss the prospective circulation area reconfiguration that the BLA has offered to manage and pay for. Ms. Thompson and Mayor Parsons both confirmed that according to their understanding of the discussion at the Council meeting on August 14, Mr. Dooley recognized that the circulation area reconfiguration and the existing financial arrangements were separate subjects and that they would be discussed at separate meetings.

After discussion, the Board agreed that Mrs. Wallace would contact Mr. Dooley to offer a meeting between the Public Works committee and a committee of the Board of Trustees, and to say that dates for such a meeting would be offered shortly, noting the difficulties of scheduling during the last two weeks of August.

Mrs. Yannetta said that the staff found November 10 a good date for the staff-board party, and Ms. Thompson renewed her invitation to have the party at her home (hopefully showing off her own circulation reconfiguration project).

New Business: none.

Adjournment: At 6:30 p.m., Mrs. Orfan moved to adjourn the meeting. Mr. Parsons seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary