

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
August 21, 2007**

Attendance: Stephanie Wallace, President; Donald Buset; Russ Giglio; Jim Kellett; John McCrossan; Lucy Orfan; and Terry Thompson. Peter Miller and Dennis Reznick were absent. Karen Brodsky, 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 5:30 p.m. and read the Open Meeting Notice.

Public Participation: Tom Shea reported that the Friends had decided not to continue with the circulation desk project and will form a committee to review the needs that would have been met by the project and perhaps tackle some of them in a smaller format. He also reported that the Friends had approved the funding of the 2007 technology plan elements and that their 2008 budget might also include technology plan funding.

Minutes: Mrs. Wallace moved approval of the minutes of the meeting of July 10, 2007, as submitted; Jim Kellett seconded the motion, which carried.

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

- Tom Kenny’s unpaid leave of absence; his brother has been very helpful to Tom in this difficult time.
- Ken Poole’s volunteer services are sorely, sorely missed.
- Ms. Brodsky described an incident when an insurance investigator requested information about a high school student (from the high school yearbook). The Policy Committee will discuss this occurrence as part of its review of the library’s privacy policies.
- Ms. Brodsky noted that she has been leaving at a more regular time, while not truncating her work week in any way, because of a minor domestic issue associated with her move. John McCrossan offered compliments to Ms. Brodsky’s dog, saying that his own dogs could not deal with periods of absence longer than three or four hours while hers makes through an entire work day.
- There is now a gift sufficient to be noted on a memorial plaque; the Policy Committee will revisit the Wall of Honor and alternate gift recognition methods at its next meeting.¹

Treasurer’s Report: Russ Giglio moved to pay the new bills received from August 1 to 21 and to ratify the payment of bills received and paid from July 11-31. Terry Thompson seconded the motion, which carried by unanimous roll call vote.

¹ After the Board meeting ended, the Policy Committee set a meeting for Monday, September 17 at 9:30 am at the Library.

Committee Reports:

Finance: Jim Kellett reported that because of some cost savings principally in the areas of plant operations and salaries and wages², it will not be necessary to draw the entire amount budgeted this year as an allocation from the operating reserve, and that he would propose some changes to the 2007 budget. Mr. McCrossan reported that a new “cap” law had been adopted with a 4% cap on municipal budgets next year. The question whether the law applied to the library 1/3 mil was raised, with no resolution: Ms. Thompson and Mr. Giglio said that they would like to read the new law before consulting borough accountant John Cassells. Ms. Brodsky said that the state library had commented on the coverage of the new law and agreed to forward the citations to all Board members.

Mr. Kellett continued by proposing the following changes to the 2007 budget and Statement of Accounts:

- Reduce allocation from Operating Reserve by \$23,507
- Reduce Total Plant Operations by \$13,507.40
- Reduce gross wages by \$10,000
- Increase Capital Reserve by \$20,012 and rename the account “Computer Reserve”
- Increase Employee Benefits Reserve by \$5,162.94.³

Mr. Giglio moved to accept the proposed changes to the 2007 budget and Statement of Accounts; Ms. Thompson seconded the motion, which carried unanimously.

There was a brief discussion of possible uses for some of the savings, including contracting for collection maintenance work as has been done in the past, using wage savings. Ms. Thompson asked Mr. McCrossan what the status was of the library’s capital request for lighting improvements. Mr. McCrossan explained that he expected it to go forward after a review by the borough’s engineer or a borough lighting consultant.

Mr. Kellett mentioned that there was a preliminary draft of the 2008 budget; the Board decided to postpone budget discussions until the September meeting after reviewing the cap law.

There were no other committee reports.

Communications: none.

Old Business: The Board briefly discussed the resolution reached at the Borough Council meeting of August 13 on the Memorandum of Understanding and attached table of facilities responsibilities, and thanked Karen Brodsky, Ralph Maresca and Jim Kellett for their efforts to get the table into final form. Mrs. Wallace also thanked Ms. Brodsky, Mr. Kellett and Ms. Thompson for attending the August 13 council meeting. Board members made contributions to donate a book or books to the collection in memory of Joan Buchanan.

New Business: The Board agreed to offer a reception to the Friends before the Friends’ Annual Meeting on November 14, and Ms. Thompson agreed to be in charge. The Board also set November 30

² Amounts budgeted for a portion of the salary of a borough IT person have not been spent, and the Kenney leave of absence also reduces costs in this area.

³ A new employee will require medical benefits.

as the tentative date for our annual party for the library staff, to be held at Ms. Thompson's house again this year.

At 7:15 Ms. Thompson moved to go into executive session to discuss a personnel matter; Mr. Kellett seconded the motion, which carried.

At 7:16 pm, Mr. Giglio moved to end the executive session and to adjourn the meeting; Mr. McCrossan seconded the motion, which carried.

Respectfully submitted,
Terry Thompson, Secretary