

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
January 17, 2006**

Attendance: Stephanie Wallace, President; Jim Kellett, Treasurer; Donald Buset, Russ Giglio. Also present: Karen Yannetta, Executive Director, BPL, and Lorette Cheswick, President of the BLA. Attendees also included Dennis Reznick, Vice President at 5:45pm, and Mayor Jay Parsons at 5:48pm. Absent were Terry Thompson, Lucy Orfan and Peter Miller.

President Stephanie Wallace called the meeting to order at 5:36pm and read the Open Meeting Notice.

Public Participation: Mrs. Cheswick reported that the BLA is in the process of officially changing its name to “Friends of Bernardsville Library”. It is felt that this will serve to be a clearer title as to the purpose of their organization.

The BLA continues to review possible plans and costs for the proposed Long Range Construction Projects.

Director’s Report: The BPL did not receive the “Best Small Library in America” grant. The Library Activity Synopsis was noted and will be forwarded on to the Borough.

Mrs. Yannetta stated that present information on the Long Range Construction Project indicates there will be no cost saving to do both phases together. She expects to present further information to the Board in February or March.

All replacement carpet tiles have been installed. The Board expressed appreciation to Pat Kennedy-Grant for her successful oversight of this complicated project.

The Board congratulated Megan Hartley for obtaining a Karma Foundation Grant for her preteen program of *Read It and Watch It*.

It was noted that 80 chairs (no longer being used for the Community Room) have been donated to a Library in need in LA. New chair replacements are expected imminently.

Mrs. Yannetta discussed the “Pay to Play” Law, how it affects BPL, and what measures the Board needs to take to remain in compliance with this law. The Board then authorized the following resolutions for certification in the year 2006:

- Resolution authorizing the award of a non-fair and open contract for Books from Baker & Taylor
- Resolution authorizing the award of a non-fair and open contract for Expenses Related to Integrated Library Computer System from GIS Information Systems / Polaris Library Systems
- Resolution authorizing the award of a non-fair and open contract for Janitorial and Facility Maintenance Services from Dublin Maintenance Contractors, Inc.

All three resolutions were motioned by Donald Buset and seconded by Jay Parsons. All three resolutions passed unanimously by a “yes” roll call vote from Board members Donald Buset, Jay Parsons, Russ Giglio, Jim Kellett, Dennis Reznick, and Stephanie Wallace.

Mrs. Yannetta reported that the trial period for allowing cell phone usage in the foyer and Small Meeting Room in the Library was continuing without problems. Based on this, and the staff’s frequent observance of cell phone use throughout the Library, Mrs. Yannetta intends to ask the

Policy Committee to create a policy allowing cell phone use throughout the Library, providing it does not disturb other patrons.

The *Professional Development Plan Prioritization Summary* and the *Materials Expenditures by Year by Format* inserts were noted and Mrs. Yannetta was complimented for the clear “at a glance” presentations. Additionally the Board again thanked the BLA for its contributions to supplement the Library’s materials and program budgets.

At a later point in the Board meeting, Dennis Reznick asked about the MP3 Players being available for public use. Mrs. Yannetta reported that the Library staff has been reviewing procedure for implementation of this program and it was expected to begin this Thursday, Jan. 19th; she will keep the Board informed.

Treasurer’s Report/Finance Report: Jim Kellett reported areas of exceeded expected income this year, which allowed our budget to absorb areas of exceeded expected expense. He cautioned that next year we need to anticipate further mandatory budget expense for pension contributions. Mr. Kellett noted that the creation of the” Light Bulb Reserve Account” was taken from the Available Reserve, whereas it should have been deducted from the Operating Budget. Mr. Kellett then made a motion to amend the Statement of Accounts by moving two thousand dollars from the Operating Account to the Available Reserves to correct the error of using reserve monies to fund the Light Bulb Account. This motion was seconded by Stephanie Wallace, and passed by a “yes” roll call vote from Board members Donald Burset, Russ Giglio, Jim Kellett, Dennis Reznick, and Stephanie Wallace. Jay Parsons abstained.

Mr. Kellett additionally moved to transfer the year 2005 surplus of \$23,031.27 to Available Reserves (the total Available Reserve now being \$82,170.92). This motion was seconded by Stephanie Wallace, and passed unanimously by a “yes” roll call vote from Board members Donald Burset, Jay Parsons, Russ Giglio, Jim Kellett, Dennis Reznick, and Stephanie Wallace. It was noted that the “Treasurer’s Report With Budget Line Item Transfers” is an annual reconciliation request by the Library auditors.

Routine Bills were reviewed. It was noted that DVD expenses were one- time yearly costs, and standing orders. There were no other questions of the bills. Stephanie Wallace motioned the bills to be paid from December 15, 2005 to January 17, 2006; Dennis Reznick seconded the motioned and it carried with a roll call vote “yes” from Board members Donald Burset, Jay Parsons, Russ Giglio, Jim Kellett, Dennis Reznick, and Stephanie Wallace.

Personnel Committee: none

Policy Committee: the Policy Committee put forth the following policies for Board review:
BPL Appeals Process- passed unanimously.

BPL Bulletin Board and Literature Table Policy- passed unanimously.

BPL Public Communications Policy- passed unanimously.

BPL Small Meeting Room/Children’s Homework Center Reservations- passed unanimously after discussion. Dennis Reznick questioned the **Certification of Insurance** clause for \$300,000. He pointed out that almost every group requesting this room will be of small attendance and would probably not be able to meet this requirement. Mrs. Yannetta explained that originally it was thought that a one million dollars insurance waiver was required by the Borough. Further investigation revealed that it was actually a \$300,000 insurance requirement, and that requirement was by JIF, not the Borough. However, only the Borough- as the governing

authority- has the power to request that this be waived. Terry Thompson has volunteered to discuss this with the Borough Council representative to JIF (Mike Landau). She will request that the Borough Council make a resolution, to be renewed on annual basis as appropriate, for relief from the \$300,000 requirement.

The Policy Committee recommended to the Board that they approve a three month trial to allow covered water containers in the Library. Mrs. Yannetta showed the Board the sign she has prepared informing patrons of this. Jay Parsons moved the motion, which was seconded by Donald Burset, & unanimously approved by the Board.

There was no motion to make any changes to the bylaws.

Long Rang Planning Committee: Mr. Burset thanked Terry Thompson for providing him feedback of the article on which he had asked for comment. He will schedule a LRPC meeting after Mrs. Thompson returns from traveling.

Nominating Committee: Per Lucy Orfan's request, Karen Yannetta presented the proposed slate of BOT Officers for 2006, noting that all nominees had agreed to serve.

President: Stephanie Wallace
Vice President: Dennis Reznick
Treasurer: Jim Kellett
Secretary: Terry Thompson

Donald Burset moved to accept the slate as nominated, Russ Giglio seconded, and the motion passed unanimously.

Communication: none

Old Business: It was noted that at the December Council meeting, the Borough Council (1) voted to reject Hampshire Management's request for additional parking spaces devoted to their use, and (2) voted to accept the parking lot recommendations for restricted parking time with decal exceptions. However, Mayor Parsons advised that it will still take some time before the recommendations are put into effect as the Public Safety Committee has to meet and discuss implementation.

Hampshire Management is planning to appear before the Planning Board to continue their petition to build an additional office space building. This is currently on the agenda for Thursday, Jan 26th at 7:30pm. Mrs. Yannetta will check with Mike Mondok before the meeting to ensure that there will be a Planning Board quorum; she will then notify Board members. All Board members were encouraged to attend, if their schedules permitted.

Library building maintenance issues are progressing well. Mrs. Yannetta complimented Allen Rome for his attention to the building's problems. There will be a proposal made to the Council requesting a Heating/AC consultant. And, after a consultant makes recommendations, it will be several months before anything is sent out to bid. Pella windows continue to leak, \$20,000 has been quoted to seal the windows. Mrs. Yannetta has arranged for a Pella technician to come out and evaluate the problem.

Mrs. Yannetta asked that the Board consider using a lighting consultant. She has been investigating possible alternatives to fix our poor illumination; however, she is having difficulty getting companies to respond to requests for information. It is also realized that this is going to be very expensive and it makes sense to have a professional opinion. The Board agreed and directed Mrs. Yannetta to obtain quotes.

New Business: none

Approval of Minutes of December 13, 2005: The meeting minutes were reviewed and amended. Jay Parsons made a motion to approve the Minutes as amended, seconded by Jim Kellett and passed. Abstaining from the vote were Russ Giglio, Donald Buset, and Dennis Reznick.

Board Reorganization: Mrs. Wallace reappointed all Committees, with membership on same unchanged.

Mrs. Wallace moved to reauthorize the Executive Director as Purchasing Agent for the BOT for expenses under \$17,500 (this is reduced from the previous higher authorization amount to reflect the pay to play law restrictions). This motion was seconded by Jay Parsons, and passed unanimously.

Executive Session: none

Motion to Adjourn: Motion made by Jay Parsons, seconded by Russ Giglio and carried unanimously. Meeting adjourned at 6:50pm.

Stephanie Wallace
Acting for the Board Secretary