

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
October 16, 2007**

Attendance: Stephanie Wallace, President; Donald Buset; Jim Kellett; John McCrossan; Peter Miller, Dennis Reznick; and Terry Thompson. Russ Giglio and Lucy Orfan 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 5:40 p.m. and read the Open Meeting Notice.

Public Participation: Tom Shea reported that the Friends’ fund drive was under way and that they were selling “ghosting bags” for Hallowe’en. These are bags already filled with treats that one leaves at, for instance, a neighbor’s house. Mr. Reznick raised the question of fund drive mailings to persons, like himself (out-of-town mailing addresses but home is physically in the borough), and Ms. Brodsky and Mr. Shea agreed to double-check that those persons received the fund drive letter.

Minutes: Mrs. Wallace moved approval of the minutes of the meeting of September 18, 2007, with one correction; Mr. Kellett seconded the motion, which carried. Mr. McCrossan asked that we use his personal email address and not his address at the borough, because he is having difficulty accessing his borough email.

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

- Item 3.c, Community Room scheduling software: we are having some overlap problems because of time required to set the room up for various activities and then to restore it; we need to build that time into the reservation periods, and also to make sure that meetings end on time.
- Operations issues not in report: (1) a patron’s sudden illness tested Shelley Jones’s management skills, which were more than adequate; the rescue squad came promptly and assisted the patron. (2) On October 12, Charlie Zavalick (editor of *The Bernardsville News*) received a fax stating that Governor Corzine would be speaking at the library that day. After some hustle and bustle, the fax proved to be a hoax. (3) Interlibrary loan deliveries are not functioning well, but the regional library co-ops must maintain deliveries.
- Lighting in the wings: Ralph Maresca, Allan Rome and Mr. Horne (Somerset County Electric) looked at the existing lighting. Mr. McCrossan explained that the Council’s Finance Committee had decided to have a review of the lighting situation by an independent lighting consultant. Mr. Buset stated that a person from Somerset County Electric, i.e., an electrician, was not what he had expected the borough to use to review the lighting and the existing proposal, but rather someone with expertise in the requirements for lighting of public spaces like libraries. Mr. McCrossan agreed to follow up with Mr. Maresca.
- The library has received a donation of a piece of Harry Robinson’s sculpture.
- Mrs. Wallace moved to change the Personnel Manual to cover bimonthly pay periods. Mr. Reznick seconded the motion, which carried.
- Ms. Brodsky asked for clarification of her own and the staff’s role in fundraising, mentioning that the staff wants to offer book bags for sale, the profits to go to the library, but that her own

job description does not include fundraising. Mrs. Wallace said that it was omitted from the job description so that applicants would not form the view that the Library Director was responsible for fundraising. After discussion, the Board agreed that both the Board itself and library staff could, and in future might have to, become more deeply involved in fundraising, given the uncertain effects of the new cap law and the fact that the Friends have limited the areas for which they will raise funds. The discussion also established that donations directly to the library are tax deductible and can be matched under most matching gift programs. The library's tax id number for donation purposes is: 22-3307351.

Treasurer's Report: Mr. Kellett discussed the treasurer's report and the bills, noting that according to the Department of Community Affairs, the 2008 subvention (the "1/3 of a mil") will increase by 3.72% over the 2007 amount. Ms. Thompson moved to pay the new bills received from October 1 to 16 and to ratify the payment of bills received and paid from September 19-30. Mr. Burset seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance and Personnel: reports will be addressed in executive session.

There were no other committee reports.

Communications: Friends for a Greener Bernardsville thanked the Library Trustees for our contribution in memory of Joan Buchanan.

Old Business: After brief discussion, the Board decided to move its December meeting back to the third Tuesday, December 18.

New Business: Ms. Brodsky suggested that the Board should consider a public communications policy for crisis management. Mr. Miller volunteered to help get an outline together based on his school district experience; he and Ms. Brodsky will arrange a meeting. There was additional discussion of the cap law and of the position urged by the state library to exempt municipal libraries from the law. The Board decided not to adopt such a policy at this time. There has been no guidance issued by DCA for local governments and there are several bills in the legislature to amend the cap law in various ways.

At 7:15 pm Mrs. Wallace moved to go into executive session to discuss personnel matters; Mr. Burset seconded the motion, which carried. Mr. Shea left the meeting.

At 7:35 pm, the meeting returned to public status. Mrs. Wallace moved to make the positions of reference librarian for adult services and department head, adult programs, full time positions effective January 1, 2008, and to change the position of Technical Services assistant from a full-time position to a part time position (25 hours per week), effective November 1, 2007. Ms. Thompson seconded the motion, which carried.

At 7:40 pm Mrs. Wallace moved to go into executive session. Mr. Burset seconded the motion, which carried. Ms. Brodsky was excused and left the meeting.

At 7:50 pm, the meeting returned to public status. Mr. Kellett moved to adjourn; the motion was seconded by Mr. Buset and carried.

Respectfully submitted,
Terry Thompson, Secretary