

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
September 18, 2007**

Attendance: Stephanie Wallace, President, Donald Buset, Russ Giglio, and Jim Kellett. Lucy Orfan joined the meeting at 5:50pm. Absent: Peter Miller, John McCrossan, Dennis Reznick and Terry Thompson. Also present: Karen Brodsky, Executive Director, Bernardsville Public Library, and Tom Shea, President of the Friends of the Bernardsville Public Library. Stephanie Wallace called the meeting to order at 5:40 p.m. and read the Open Meeting Notice.

Public Participation: Tom Shea reported that the Friends are in the process of finalizing their draft 2008 budget. They will make adjustments in January, depending on how close they are to their fundraising goal (which has been set slightly higher than last year). The Friends are proposing new by-laws, which will give them more flexibility to call special meetings without the expense of proxy voting. Due to term limits, four of the board members will be leaving the Friends board in Nov.

As discussed at the August meeting, the BOT decided to again offer a reception for the Friends prior to their annual reorganization meeting on November 14th. The suggestion had been made to move the BOT meeting to Wed, 11/4, and limit it to one hour (5:30-6:30pm) in order to best host the reception. Mrs. Wallace was in the process of polling BOT members for their availability to accommodate the change of date. She asked Mr. Shea if the Friends would be willing to delay the start of their meeting until 7:30pm. Mr. Shea said that would not be possible as they had scheduled back to back meetings that evening, with a small coffee and cake hosting of their own in between their two meetings. Mr. Shea said the BOT could host its reception from 6:30-7:00pm, however the consensus of the members present was that this would not be practical. Mrs. Wallace will speak with Ms. Thompson, who had volunteered to chair the reception.

Minutes: Mr. Buset moved approval of the minutes of the August meeting; Mr. Giglio seconded the motion, which carried.

Director's Report: Ms. Brodsky briefly reviewed her report, including the following:

- The increase in Reference services was noted.
- Those windows that have already been sealed have had no further leaks. At the last Council meeting, Ralph Maresca said he will pay a vendor to come and finish sealing the remainder of the windows to be done (about one-third).
- An updated quote for the lighting has been given to Mr. McCrossan; there has been no further update. Ms. Brodsky will follow up with Mr. McCrossan.
- Mrs. Wallace moved to approve the proposed 2008 Library Closings Schedule; Mr. Buset seconded the motion, which carried.
- The resolution for the patron copier was not needed.
- Ms. Brodsky gave an excellent presentation of Web 2.0: what it is, what it offers, and how the Library uses it for staff and patrons. The Board found the presentation very informative.

Treasurer's Report: Mr. Kellett presented the report and noted the changes approved at the August meeting are incorporated. Mr. Giglio moved acceptance of the Treasurer's Report, and ratified payment of bills August 22-31, and payment of new bills September 1-18. Mr. Burset seconded, and the motion was carried by unanimous roll call vote.

Committee Reports:

Finance: The proposed 2008 Operating Budget will need to be reviewed again after the exact municipal appropriation figure is known. The proposed 2008 Capital Budget was revised to reflect the updated lighting replacement quote. Acceptance of the proposed Operating and Capital budgets was moved by Mrs. Wallace, seconded by Mr. Giglio, and the motion carried unanimously. Both the proposed 2008 budget documents are ready to send to the Borough when requested.

Personnel: The Committee met and made the following recommendations:

- In order to comply with state regulations, the payroll will be changed to twice monthly beginning Jan 1, 2008. The Board agreed this is necessary to comply with state regulations. Ms. Brodsky has already investigated the costs at payroll companies and will also check QuickBooks.
- Tom Kenny remains on a leave of absence.
- Staffing priorities were discussed, particularly with a view toward the increased use of Integrated Library Services, such as Web 2.0. As we determine what our 2008 budget will permit, we will continue to assess our staffing needs.

Policy Committee: The Committee met and updated the following:

- Mission Statement
- Confidential Library Records Request
- Gift Recognition Policy

Mrs. Orfan reviewed the changes made on all three documents. Mr. Kellett moved approval of both policies and the Mission Statement, seconded by Mr. Giglio, and carried unanimously.

Long-Range Planning Committee: Nothing to report.

Communications: Mrs. Wallace offered any Board members the opportunity to go to the YMCA Volunteer Recognition Night in November. Ms. Thompson has indicated she will attend.

Old Business: None.

New Business: None.

Executive Session: At 6:40pm Mrs. Wallace moved to go into Executive Session for personnel discussions. This was seconded by Mr. Burset and the motion carried. Mr. Shea left the meeting. At 6:45, Mr. Burset moved to return to public session, seconded by Mr. Kellett. The motion carried.

Mr. Kellett noted that we had received the annual Library Audit, and all was in order. Each Board member has a copy. Mr. Burset noted that we are receiving the audit in September, and was concerned that this is an acceptable time frame to be in compliance with the State Office of Finance. Ms. Brodsky will confirm with the auditors.

Executive Session: At 6:50pm Mr. Giglio moved to go into Executive Session for personnel discussions. This was seconded by Mr. Burset and the motion carried. Ms. Brodsky left the meeting. At 7:22pm, Mr. Burset moved to return to public session and adjourn the meeting, seconded by Mr. Giglio. The motion carried.

Minutes recorded and submitted by Stephanie Wallace