

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
April 17, 2018**

Attendance: In Attendance- Patrice Cummings, Skip Orza, Valerie Zanardi. Mark Krook, Terry Thompson, and Richard Diegnan were present. Lucy Orfan and Frances Wood were absent. The mayor's alternate, Thomas O'Dea was also present. Shura Arnold, Library Director was present. Leslie Brown-Witt from the Foundation and Nancy Verduin from the Friends were also present.

President Terry Thompson called the meeting to order at 5:33 pm and read the Open Public Meeting Notice, followed by roll call.

Minutes: The March 20, 2018 meeting minutes were approved as submitted.

Director's Report: Ms. Arnold presented a brief overview. There was a brief discussion about the library being used as an OEM facility.

Treasurer's Report: Mr. Krook presented the monthly Treasurer's Report. There were no unusual bills or income amounts. It was noted that the gas and electric expenses were a little above where they should be due to the below average temperatures in the first quarter. We paid a \$1,400 snow removal bill from the borough. There were no outstanding items. In the upcoming month, the Library Foundation will make their first \$25,000 contribution for the year. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from April 1, 2018 – April 17, 2018 and to ratify the payment of bills received and paid from March 20, 2018 – March 31, 2018. Mr. Diegnan seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance Committee: Did not meet.

Policy Committee: Met on April 9th to discuss revisions to our Small Room and Community Room Policy usage. After a brief discussion, Mr. Orza moved to approve our policy amendments regarding the usage of these two rooms. Mr. Krook seconded the motion which passed by a unanimous voice vote. .

Personnel Committee: Met and presented minor revisions to remove all references to our past four day work week from page 12 of the Personnel Manual. Ms. Zanardi moved to approve the revision. Mr. Diegnan seconded the motion which passed by a unanimous voice vote.

Planning: Did not meet.

Communications: None

Public Presentations: The Foundation's Homes of Distinction is all set. The details will be out shortly. Their Annual Appeal letter went out on the 17th. The Friends Volunteer luncheon is scheduled for May 7th.

Old Business: There was a follow up discussion regarding the long standing English as a Second Language (ESL) program. They are in need of a person to head up this program. The search has begun but it may have to become a paid position in order to attract a qualified individual to run it.

Mr. Krook moved to fund this position out of our reserves, if no outside groups are able to fund it, up to \$5,000 for this year. Donations would offset those reserve expenditures. Ms. Zanardi seconded the motion which passed by a unanimous roll call vote.

New Business: None

The meeting was adjourned by Ms. Thompson at 6:40 PM.

Respectfully Submitted,

A.Q. Orza II