

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
December 14, 2016**

Terry Thompson called the meeting to order at 5:39 pm, read the public notice statement and asked for a roll call. Patrice Cummings, Richard Diegnan, Mark Krook, Lucy Orfan, Terry Thompson and Valerie Zanardi were present. Skip Orza, Frannie Wood, the mayor and his delegate were absent. Library director Shura Arnold and Nancy Verduin from the Friends were also present.

Minutes: There were three corrections noted to the minutes of the 11/15/16 board meeting, the spelling of Frannie Wood's and Valerie Zanardi's first names and, under New Business, the document to be circulated was the form for the library director's performance review. The minutes were approved with these corrections.

Director's Report: The director presented a brief overview of her report, noting that Trane had been visiting frequently to balance the new gas-fired pre-heat system and that John La Duc has made a contribution to the 2017 budget of \$500 for Community Relations. Ms. Thompson asked about the statistics, which show number of visitors up but circulation down slightly. Ms. Arnold explained that tutoring uses of the library have increased significantly, and that she intends to meet with some of the tutors to explore alternates with them. Ms. Thompson asked Ms. Arnold to look into tutoring at the YMCA.

Treasurer's Report: Mr. Krook explained that income in November reflects the final Borough payment but that the final Bernardsville Library Foundation donation of \$25,000 has been received but not reflected in the report. We are at 92% of the budget and everything looks to be on track for the year. Mr. Krook moved to approve the Treasurer's report, to pay the new bills received from December 1, 2016 to December 14, 2016 and to ratify the payment of the bills received and paid from November 16, 2016 to November 30, 2016. Mr. Diegnan seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance Committee: The committee met on November 29 and finalized the draft budget for 2017 for the board's approval. The budget asks for a 7+% increase from the Borough, for two principal reasons: first, because of the Foundation's endowment campaign there is concern that we cannot expect as much from the Foundation in 2017, and second, we have spent down reserves and need to maintain enough to cover the "lean months" before the Borough's first installment is received. Mrs. Cummings moved to approve the draft budget; Mr. Diegnan seconded the motion, which carried unanimously. We discussed presenting this to the Borough, and decided that Mmes. Arnold and Thompson and Mr. Krook would try to meet with Mayor Sooy in December, to be followed by a meeting with the Borough Finance Committee after its appointment in January.

Personnel Committee: Mrs. Zanardi moved to approve the staff salary increases as listed by Ms. Arnold. Mr. Krook seconded the motion, which carried by unanimous roll call vote.

Policy and Planning Committees: Did not meet, but Mrs. Orfan reminded the Board that the Policy Committee had two issues to consider.

Nominating Committee: Mrs. Orfan said that she and Ms. Wood were happy to announce that the current slate of officers will accept renomination for 2017, but that nominations from the floor will also be solicited at the January 2017 meeting, when the election will be held.

Community Participation: Nancy Verduin said that December is a quiet time of year, but that the fundraising letter had so far produced a 25% increase in new donors. The December concert was great, but not as well-attended as it might have been. Bingo will continue in January. The Friends' officers were reelected at the November meeting, but there have been some committee changes.

No one was present from the Foundation, but Ms. Arnold confirmed that it had voted the final \$25,000 installment of its 2016 commitment and the Library had received the check.

The Board of Trustees expressed gratitude to both the Friends and the Foundation.

Correspondence: Ms. Arnold circulated a thank-you note from all the staff to the Board, for the "goodies" that the Board provided in recognition of the staff's involvement in keeping the BPL an excellent library, as evidenced by our national ranking. She also circulated John La Duc's letter.

Old Business: None.

New Business: Mrs. Zanardi moved to approve the schedule of meeting dates for 2017; Mrs. Orfan seconded the motion, which carried unanimously. The date for the January 2017 reorganization meeting is Tuesday, January the 17th at 5:30 p.m. The mayor and his designee will be asked to this meeting.

Mr. Krook moved to decommission the Dell Poweredge 840, Asset # 593, as no longer needed for public service. Mr. Diegnan seconded the motion, which carried unanimously.

Executive Session: At 6:29 pm, Mrs. Cummings moved to go into executive session to discuss personnel matters; Mr. Krook seconded the motion, which carried. At 7:17 pm the meeting returned to public session.

Mr. Krook moved to approve a 2% salary increase for Ms. Arnold. Mrs. Orfan seconded the motion, which carried by unanimous roll call vote.

The meeting was adjourned by Ms. Thompson at 7:21 pm.

Respectfully Submitted,

Patrice Cummings/Terry Thompson