

**Minutes of the Board of Trustees Meeting**  
**Bernardsville Public Library**  
**March 17, 2015**  
*Approved April 21, 2015*

**Attendance:** In Attendance- President Terry Thompson, Lucy Orfan, Patrice Cummings, Skip Orza, Frances Wood and Valerie Zanardi (arrived at 5:40 PM). Richard Diegnan, Michael dePoortere and Mark Krook were absent. April Judge, Executive Director, Leslie Brown-Witt from the Foundation and Roni Larini 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 February 17, 2015 meeting minutes were approved without amendments.

**Network Upgrade Proposal:** Ryan McCloskey of Computer Sharp gave a presentation on his proposal and estimate to improve the library's computer network. This included equipment updating and Verizon FIOS installation as well as other adjustments to provide optimal connection to the network and improve productivity for staff and public access PCs.

**Director's Report:** Ms. Judge presented her written report. All Board members will again be required to file a financial disclosure report with the state. These forms must be completed (on line only) by the end of April. She will forward the link and the individual PINs to each member.

**Treasurer's Report:** Ms. Cummings presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. After a brief discussion, regarding the potential computer network upgrades, she suggested that the computer reserve might be a source of funding for the project. Ms. Cummings moved to approve the Treasurer's Report, to pay the new bills received from March 1, 2015 – March 17, 2015 and to ratify the payment of bills received and paid from February 18, 2015 – February 28, 2015. Ms. Thompson seconded the motion, which carried by unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** No report

**Personnel Committee:** This Committee met twice this past month. Beginning this year, a new evaluation timeline was presented to have all employees' annual reviews conducted by December 2015 with salary adjustments effective January 1, 2016 and have the same process in place for subsequent years. The motion to approve this change was made by Ms. Zanardi and seconded by Dr. Orfan. It was unanimously approved by a voice vote.

A proposal to amend the Library Staff Social Media Responsibilities was discussed. After a brief discussion, Ms. Cummings moved to approve the changes. It was seconded by Dr. Orfan and approved unanimously by a voice vote.

**Policy Committee:** This Committee brought forth a proposal to amend the Unattended Children Policy to change the age for unattended children from 10 to 8 years of age. After a brief discussion, Dr. Orfan moved to approve the proposed changes. The motion was seconded by Ms. Cummings and approved unanimously by a voice vote.

**Planning:** This Committee distributed a final draft copy of the 2015-18 Strategic Plan. Mr. Orza made a motion to accept the plan as presented. It was seconded by Ms. Thompson and approved unanimously by a voice vote. This Strategic Plan will go back to the staff for development of action plans to achieve the goals and objectives outlined in the Plan.

**Communications:** Two letters were received from library patrons commending the library and staff for the superior service they received.

**Old Business:** None

**New Business:** The Pro-rated Sick Time for Part Time Employees was tabled and will be sent back to the Personnel Committee for their recommendations.

**Public Participation or Comments:**

**Friends of the Library:** A Makers Day will be held at the library on March 21. Food and refreshments will be provided by the Friends. The Sundays at Three concert featuring Motown music will be held on May 3.

Beer tasting fundraiser is preliminarily scheduled for sometime in the fall

**Bernardsville Library Foundation:** Their 2015 fundraiser, Homes of Distinction, will be held on April 12<sup>th</sup>. They are looking to increase their fundraising efforts through new major donors and have begun working on this campaign.

Ms. Cummings moved to adjourn the meeting. It was seconded by Mr. Orza and the meeting was adjourned at 6:51PM.

Respectfully Submitted,

A.Q. Orza II