

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
March 21, 2017**

**Attendance:** In Attendance- Patrice Cummings, Skip Orza, Valerie Zanardi (arrived at 5:40 pm), Terry Thompson, the mayor's alternate Mike dePoortere, Mark Krook, Richard Diegnan and Lucy Orfan, were present. Frances Wood was absent. Shura Arnold, Library Director was also 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 5:30 pm and read the Open Public Meeting Notice, followed by roll call.

**Minutes:** The February 21, 2017 meeting minutes were amended to reflect a 7.9% budget increase for 2017 and under Personnel committee that "the" needs to be corrected to "that" preceding Rosalie Baker's name. The minutes were then approved with these amendments.

**Director's Report:** Ms. Arnold presented a brief overview. There will be some outdoor construction related to the installation of the new generator and electrical line into the building. The 2016 Library Annual Report has been distributed to all Trustees.

**Treasurer's Report:** Mr. Krook presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. The first two months of the year came in under budget on the expense and income sides of the ledger. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from March 1, 2017 – March 21, 2017 and to ratify the payment of bills received and paid from February 17, 2017 – February 28, 2017. Mr. Orza seconded the motion, which carried by unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** Did not meet.

**Policy Committee:** Met earlier in the day to review the library's lending policy.

Dr. Orfan moved to remove laptops from the existing lending policy. Ms. Zanardi seconded the motion. The motion carried by unanimous roll call vote.

**Personnel Committee:** Did not meet.

**Planning:** Did not meet.

**Communications:** A thank you note from the Foundation acknowledging the gift in memory of Madeline English's mother.

**Public Presentations:** The Friends sponsored volunteer luncheon will take place on April 24<sup>th</sup>. The Foundation's annual appeal letter will be going out shortly. Homes of Distinction will take place on June 4<sup>th</sup>.

**Old Business:** None.

**New Business:** Ms. Cummings moved to approve a no bid contract (with Innovative Interfaces, Inc., aka Polaris). Mr. Krook seconded the motion which carried by a unanimous roll call vote. Mr. dePoortere moved to authorize the Library Board to apply for a grant from the State/County History Partnership Program. Ms. Zanardi seconded the motion that passed by unanimous roll call vote.

**Executive Session:** Ms Cummings moved to go into executive session to discuss personnel matters. The motion was seconded by Dr. Orfan. All voted in favor. We went into Executive session at 6:16 PM.

We returned to the public session at 7:06 PM.

Mr. Krook moved to reduce our 2017 budget expenses, as much as possible, immediately by squeezing out \$12,000 (annually). These reductions represent the difference between making a few advances and just "getting by" and another \$3,500 (annually) by closing the library at 5:00 PM (vs. 6:00 PM) on Fridays. Ms. Cummings seconded the motion which carried by unanimous roll call vote.

The meeting was adjourned by Ms. Thompson at 7:12 PM.

Respectfully Submitted,

A.Q. Orza II