

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
December 18, 2012**

Donald Burset called the meeting to order at 5:32 p/m. Public notice of the meeting was provided to the Bernardsville Borough Clerk, Bernardsville News, Courier News and the Newark Star Ledger. Terry Thompson, Peter Miller and John McCrossan were absent. Michael Gouldin led the Pledge of Allegiance. John La Duc made a motion to approve the minutes of the 11/13/12 Board meeting, which was seconded by Patrice Cummings. Donald Burset abstained from voting due to his absence at the November meeting. The motion was carried unanimously.

Executive Director's Report:

The Executive Director introduced Gary Ghezzi of ZZ Design in Morristown, who discussed the library logo design process his firm undertook. Their goal was the design of a logo that was clean and friendly. He shared 5 designs and a comment period ensued.

(Peter Miller arrived at 5:47 p/m.)

Ms. Brodsky photocopied each design choice to represent what the Library's letterhead would look like with each proposed design; these were distributed. She suggested that she number the choices and email them to us, so that Board members could study them and then email their top choice to her. Gary Ghezzi departed at 5:54 p/m.

Funding for the Professional Development Plan for 2013 appears to be very promising, with the likely gift of \$3,000 in January.

Ms. Brodsky encountered an issue recently where an active member of the Bernardsville VFW, who resides in a neighboring town, was ineligible to obtain a library card. She wanted to bring to the Board's attention the current policy and how it unintentionally affects those non-residents volunteering with or belonging to Bernardsville community organizations. Mr. La Duc made a motion to allow all Bernardsville community group members access to library cards. Ms. Cummings seconded the motion and it carried unanimously.

John McCrossan arrived at 6:07 p/m.

Treasurer's Report:

Mr. La Duc explained that income in November reflects the final Borough payment and the Final Bernardsville Library Foundation donation. Revenue is \$4,000 over budget. \$166,000 less than budget has been spent over the preceding 11 months. But in December we have 3 payrolls and a \$63,236.24 employer pension payment to make to the Borough, as well as a reimbursement to the Borough of \$5447.38 for insurance premiums, \$6,412.05 for liability insurance and \$2,558.78 for Workers' Compensation insurance.

Mr. McCrossan asked about the under spending in January-November, 2012 and Mr. La Duc explained that some savings could be attributed to Super Storm Sandy. The Finance Committee met about this and is leaning toward making a "Sandy Reserve" for 2013.

In early October, the 2013 budget was submitted to the Borough Council. On November 26, 2012 Mr. Burset, Mr. La Duc and Ms. Brodsky presented the Library's performance for 2012. Mr. Burset shared that one of the Council members recognized the Library as being one of the most important institutions of the Borough, "The Jewel of the Community".

2013 Preliminary Budget: Howard Lemberg sent an outline with the thinking of the Bernardsville Library Foundation. The BLF thought our likely request would be \$100,000, so they worked to figure out what could be raised and how. With \$35,000 in expenses, the Foundation committed to a \$65,000 contribution.

The Foundation Board feels that their fundraising must take place not just in the spring; there is a need for more than one event or effort annually. The Foundation, feeling the need for better publicity, requests that both the BLF and the Friends figure in all BPL materials/newsletters.

The Foundation's Board and the Library Board of Trustees' Finance Committee met on December 17, 2012. Our Finance Committee, the Bernardsville Library Foundation's current and former Executive Committees and its Fundraising Committee will have a working session in January about raising \$65,000 for 2013. There will be newly elected Executive Committees on each Board who will work together in 2013.

John McCrossan and John La Duc stated that \$16,000 will be spent.

Karen Brodsky reviewed the bills with John La Duc. Patrice Cummings moved to approve the Treasurer's Report for November and pay the bills incurred December 1-18, 2012 and ratify the payment of those paid November 14-30, 2012. Ms. Orfan seconded the motion. A roll call vote was taken and the report and bills were unanimously approved.

Personnel Committee: No meeting.

Policy Committee: No meeting, but Ms Orfan expressed the need for work on the cellphone policy.

Long-Range Planning: The Committee met and Mr. Gouldin shared in the supplemental packet the potential need for more space for Children's Library programs and the potential future use of the Library basement after its current occupants' leases expire. Noise was cited as a possible issue as children's programs continue to grow in the current space. Ms. Brodsky explained that the Board needs to decide about a willingness to potentially use the downstairs space, before there should be any further study with space planners.

Nominating Committee: Ms. Southworth stated that she and Mr. Miller would present the 2013 slate of officers by January 1, 2013.

Community Participation: Howard Lemberg: The second year of fundraising was more challenging than the first, but the BLF achieved its results. He suggested that the Library's needs are not "out there" as much as they should be and require more frequent publicity about consistent needs. Every piece of publicity needs to stress the different goals of the BLF and Friends. The two websites present the two groups differently. The BLF will update its website. The BPL Newsletter gives The Friends good representation and the BLF needs the same. The Foundation's new slate of officers for its 2013 Executive Committee are Jerry Fischer, Chair; Leslie Browne-Witt, Vice-Chair; Jim Costello, Secretary; J.T. Thomas, Treasurer. On January 8, 2013 there will be a meeting of the Foundation's Board; nominations are possible from the floor.

Donald Burset: Patrice Cummings pulled a meeting together of the three groups and a spirit of cooperation prevailed with 4-5 members from each group present. 4 members of the Library Board will plan to attend the January working session regarding BLF 2013 fundraising. With a date to be determined, a letter will be sent out by January 1, 2013 with that date.

(Mr. Miller left the meeting at 6:39 p/m.)

Correspondence:

Mary Chute, State Librarian at the NJ State Library, recognized the BPL's excellent ranking nationally.

Karen Brodsky, Madelyn English and Margaret Harvey sent notes of appreciation, acknowledging the Board's recognition of their work during Super Storm Sandy, with additional vacation provided.

Mr. Burset announced that Mayor Lee Honecker's Designee will continue to be John McCrossan.

New Business:

Date for January 2013 Reorganization meeting is Tuesday, January the 15th at 5:30 p.m. The new Borough Council members have been invited to this meeting.

A motion to adjourn was made by Michael Gouldin, seconded by Patrice Cummings and was approved unanimously. The meeting was adjourned by Mr. Burset at 6:47 p/m.

Respectfully Submitted,

Maribeth Southworth