

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
August 19, 2008**

Attendance: All members were present except Messrs. Giglio, Kellett, Miller and Mrs. Orfan. Special thanks to Maribeth Southworth, who sacrificed a vacation day at the shore to provide a quorum. Karen Brodsky, Executive Director, Bernardsville Public Library, was also present.

Stephanie Wallace called the Board of Trustees (“Board”) meeting to order at 5:38 p.m. and read the Open Meeting Notice.

Public Participation: None.

Minutes: Mrs. Southworth moved approval of the minutes of the meeting of July 15 as submitted; Mrs. Wallace seconded the motion, which carried.

Director’s Report: Karen Brodsky mentioned that the Friends’ “brick” project, being chaired by Fran and Jerry Fischer, had so far brought in about \$10,000. The Board was pleased and gratified to hear this and thanked the Fischers.

- The copier maintenance service with which we have contracted (from the state contractors list) has filed for bankruptcy. We asked Ms. Brodsky to discuss a bankruptcy claim with Mr. Pidgeon.
- The arrangements for replacing Megan Hartley are working very well and saving money. Well done, Karen Brodsky and staff.
- The library is experimenting with an instant-messaging based reference service.
- We will discuss the holiday schedule in September, when more board members will be present.
- Mrs. Wallace recommended that the board take time to review the summary report from the New Brunswick librarian (attached as part of the August package) on studies of library support and funding.
- The summer reading programs are showing their usual high rates of participation and success. Congratulations to the youth services staff and volunteers!

Treasurer’s Report: Mrs. Wallace presented the Treasurer’s Report. Ms. Thompson moved to accept the Treasurer’s Report, to pay the new bills received from August 1-18, 2008 and to ratify the payment of bills received and paid from July 16-30, 2008. Mr. Buset seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: No report.

Personnel: Mrs. Wallace mentioned the new performance review and development forms that had been created for Ms. Brodsky. Ms. Brodsky said that she was quite satisfied with the new format. The board thanked Mrs. Southworth for her assistance in developing them. Mr. McCrossan asked if the board had any objection to his sharing the forms with the Borough Council, in case they could be useful at the borough. We were pleased to have been asked, and had no objections.

Policy: Ms. Thompson moved the adoption of the proposed Document Retention policy change as set forth in the Policy Committee Report and Recommendations, attached to the August 18 board package. Mrs. Southworth seconded the motion, which carried. The board concurred in the second, third, fourth and fifth recommendations. Ms. Thompson moved the adoption of the proposed change in the rental rate for the Small Meeting Room from \$100 per hour to \$60 per hour, to make it more comparable to the rate for the Community Room. Mrs. Wallace seconded the motion, which carried.

Long-Range Planning: No report.

Communications: None.

Old Business: The lighting bids will be sent shortly, and the county is making a \$15,000 grant to each municipality for energy audits. There is nothing to report on the Green Initiative or unattended children issues.

New Business: Mrs. Wallace mentioned a DVD of a Trustees' Institute presentation which contained a recommendation for a sign to be posted regarding possible detention of persons suspected of stealing library materials. Ms. Brodsky is looking into this issue.

At 6:38 pm, Mrs. Southworth moved to adjourn the meeting; Ms. Thompson seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary