

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
September 16, 2008**

Attendance: All members were present except John McCrossan and Maribeth Southworth. Tom Shea, President of the Friends of the Bernardsville Library (“Friends”) and Karen Brodsky, Executive Director, Bernardsville Public Library, were also present.

Stephanie Wallace called the Board of Trustees (“Board”) meeting to order at 5:35 p.m. and read the Open Meeting Notice.

Public Participation: Mr. Shea described the Friends’ new donation solicitation format, by including the solicitation letter and a return envelope in the library’s bimonthly newsletter. He explained that the cost of a mass mailing had become prohibitive, but that former donors would receive individual letters. He repeated Ms. Brodsky’s August report on the approximately \$10,000 proceeds from sales of bricks. The Friends will again sponsor the Halloween “ghosting bags” but in a reduced quantity, as they are now commercially available. The Friends and the staff will have a table at Unity Day, and Board members are invited to help staff the table. The Friends will consider their 2009 budget at their September 17 meeting. They have cut back revenue estimates in light of the economy but have also cut expenses and plan to fund the remaining portion of the technology plan using unrestricted reserves. Mrs. Wallace expressed the Board’s thanks to the Friends.

Minutes: Donald Burset moved approval of the minutes of the meeting of August 19, as amended to correct the discussion of the bankruptcy of a supplier. Mrs. Wallace seconded the motion, which carried.

Director’s Report: Karen Brodsky circulated the picture of library staff and Board members receiving a check from the Investors Savings Bank Charitable Foundation for SHELLS, part of the ESL program.

- Use statistics declined in August, as they usually do.
- Madelyn English’s 10th service anniversary will be recognized at the staff meeting on October 15 at 9 am. Board members are welcome.
- We have two new shelvers, and Felicia Ballard has accepted a position as a part-time Youth Services assistant.
- Ms. Brodsky discussed the Idea Development Team concept (Appendix C to the Board package), aimed at bringing all staff members into the improvement process.
- Staff Development Day was a great success.
- We have filed a claim in the copier service’s bankruptcy.
- Russ Giglio moved to adopt the 2009 holiday schedule as proposed; Terry Thompson seconded the motion, which carried.
- The equipment loaning policy was referred to the Policy Committee for review.
- Mrs. Wallace moved to resolve that six Compaq computers are no longer needed for public service; Mr. Burset seconded the motion, which carried.

Treasurer’s Report: Jim Kellett presented the Treasurer’s Report. Mr. Kellett expects that we will not receive the income amounts as budgeted for “interest earned”, general donations or room rentals. The state aid amount is \$50 less than budgeted. However, we are seeing an increase over budget in book sales and fines, and from wages due to resignations and personnel shifts. We will not transfer any

reserves until they are actually needed. Ms. Thompson moved to accept the Treasurer's Report, to pay the new bills received from September 1-16, 2008 and to ratify the payment of bills received and paid from August 20-31, 2008. Mr. Buset seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: Will not meet again until we receive the actual numbers for the 1/3 of a mil municipal contribution, sometime in October.

Personnel: No report.

Policy: No report, but the committee will try to meet before the next Board meeting to consider equipment loans and to reconsider the Gift Recognition policy (Wall of Honor vs. other means of public recognition).

Long-Range Planning: Mr. Buset reported that even though the trademark application has not received its final approval, we are beginning to use it as there has been no opposition. The meetings with community representatives will begin soon.

Communications: We discussed a reception for the Friends in the light of the schedule supplied by Mr. Shea, and decided that the November date was not feasible. We will consider another approach to thanking the Friends.

Old Business: The borough has still not received the specifications to be able to put the lighting contract out for bid. There is nothing to report on the Green Initiative or unattended children issues.

New Business: Mrs. Wallace mentioned a Trustee's Workshop to be held October 28 at the Bernards Township library, attendance at which will fulfill a Board member's continuing education responsibility. We have not been able to set a date for the Volunteer Award to John Lyga because of conflicts.

At 6:30 pm, Mr. Giglio moved to adjourn the meeting; Mr. Kellett seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary