

Minutes of Board of Trustees Meeting
Bernardsville Public Library
September 21, 2010

Attendance: Jim Kellett, John McCrossan, Pete Miller and Terry Thompson were absent. John Deibert, President of the Friends of the Bernardsville Public 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 5:32 p.m. and read the Open Meeting Notice.

Public Participation: John Deibert explained that the Friends are distributing an appeal letter and he shared it with the Board; he will also share it with the Borough Council. The appeal is being sent to donors of the past 2-3 years and those who have never donated before (approximately 50 new persons). Each Board member of the Friends chose 5 new potential donors.

Minutes: Ms. Southworth corrected the time of her book signings, stated in the New Business portion of the August minutes, which will benefit the Library. The readings begin at 1:30, rather than 1:00, on November 9 and 20, 2010. The July and August minutes were then unanimously approved, moved by Patrice Cummings and seconded by Lucy Orfan.

Director’s Report: Ms. Brodsky presented highlights and additions to her written report, as follows:

- She announced that circulation has increased, while the NJLA still reports circulation down at other libraries, potentially due to furlough days, anticipated budget cuts and patrons returning to the workforce. She believes that better marketing of books increased our circulation numbers. Ms. Cummings wondered if the recent Bernardsville Middle School reading assignment contributed to the uptick, as well.
- Tim Weller, a shelver and library assistant, is ill, requiring an extended leave. Bob Baker and Tom Shea have been filling in. Beginning September 27th, David Sauri, a volunteer, will work approximately 4 days a week.
- The ornamental window is quite dirty and Ms. Brodsky is aware of that, but is holding off on any maintenance until year-end.
- Recycled paper pads, designed for the library, were provided to the staff on Staff Development Day. Ms. Brodsky distributed one to each Trustee.
- Research has concluded that the dry sprinkler system is, in fact, dry.
- The Local History Committee has been brainstorming fundraising ideas. They recently held a large meeting and there was excitement and enthusiasm.
- Ms. Brodsky reviewed some budget cuts including online resource *Historical New York Times*. Mr. Burset would like to know if the library could have access to these archived editions and articles and Ms. Brodsky agreed to check in to this.
- Donald Burset asked if pension reforms will apply to both part-time and full-time employees. Ms. Brodsky explained that this reform applies to both types of employees and involves 8.5% of their pay.
- The proposed schedule of closings includes August 26th as Staff Development Day. A date error needed to be corrected to September 4th. Stephanie Wallace made the motion, Donald Burset seconded it and it was unanimously approved.

- Ms. Brodsky requested a resolution that the RCA 25" color television with cart is no longer needed for public service. Stephanie Wallace made the resolution, Donald Buset seconded it and it was unanimously approved.

Treasurer's Report: Karen Brodsky gave the report in Jim Kellett's absence.

- Many expenses are back-ended so it appears we are under-budget when we are on target.
- The auditor's bill is \$100 higher than the amount that was budgeted. Ms. Brodsky said she might have misread the original letter with the fee structure.
- Community Relations is over budget, but this is due to our 10-year celebration, staff anniversary and volunteer recognition festivities and Ms. Brodsky's tribute dinner, when feted as one of the Somerset County Women of the Year.
- Stephanie Wallace moved to approve the Treasurer's Report, pay the new bills received from August 18 through September 21, 2010 and to ratify the payment of bills received and paid from August 1 - August 17, 2010. Patrice Cummings seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance: Is working on the 2011 proposed budget.

Personnel: Has not met.

Policy: Has not met.

Long Range Planning:

Donald Buset suggested that in the Long Range Plan, we reference the Facility Report, Technology Plan and our succession planning as part of the Long Range Planning process, since we do look at expenses more often than annually.

Mr. Buset said that a meeting was held on August 26th and the "Model for Vendor Fundraiser" and "Model for Private Fundraiser" were revised. Ms. Brodsky will be responsible for administering the small efforts referenced in these documents.

Terry Thompson and Donald Buset will deal with Jack Pidgeon, Esq., regarding the formation of the foundation. 3-5 individuals will be identified for the initial Board of the Foundation. The LRPC will put a plan of execution together by December 31, 2010.

If the library operating budget shows more than 20% surplus in operating funds in a year, we may be required to give the excess to the Borough if pending legislation passes. Foundation and Friends funds would not be subject to this legislation.

Jack Pidgeon, Esq. agreed to do pro bono work to assist with the formation of a foundation. The only cost would be the filing fees.

A fund drive letter should be mailed in March, 2011.

The initial fundraising events might include a lecture.

The committee discussed educating the public about why fundraising is needed to support library operations.

There was a Long Range Planning meeting on September 8 with representatives of the Friends (Mrs. Larini and Messrs. Deibert, Shea and Kuskin). The foundation plan was reviewed with the group. There was a discussion about potential competition with their efforts. The Friends will reinforce past and continued donations. There could be potential confusion with businesses and individuals. John Deibert shared that their appeal letter calls out the differing Boards. The meeting had a positive outcome.

Donald Burset made a motion to approve the Fund Development Plan and the two models included. Maribeth Southworth seconded and the motion was unanimously approved.

Communications:

A note was sent to Bob Baker, expressing appreciation for his voluntary help during Tim Weller's sick leave.

We received correspondence from Esther Warner and Theo Mulgrum in appreciation for the Volunteer Recognition reception held on September 12 to honor them.

Unity Day is on October 2nd and the library will have a booth from 10 am until 5 pm staffed by the Friends of the Library.

Old Business:

Solar Heating: Karen Brodsky reported that Charlotte Foster contacted her regarding the possibility of grant funding and is working on the issue.

New Business:

Mr. Burset mentioned that on Wednesday, November 17, at 4:00 p., the Morris-Union Federation (MUF) will hold its fall hour-long meeting at our library. This union of libraries maintains reciprocal borrowing privileges for patrons. He requested Board members' attendance, as Ms. Brodsky will be leading the meeting. This is also the date of the Friends' Annual Meeting, which will follow this session.

Mr. Burset asked if we had gotten the State's RFP (Request for Proposal) regarding energy costs. Ms. Brodsky responded that we have not.

Approximately 60-70 people attended the Volunteer Recognition Day on September 12th.

Executive Session

Not held.

Lucy Orfan made a motion to adjourn. Patrice Cummings seconded and the meeting was adjourned at 6:59 p.m.

Minutes taken by Maribeth Southworth in the secretary's absence.