

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
March 18, 2008**

Attendance: All trustees were present. Maureen Robinson, Vice-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 5:30 p.m. and read the Open Meeting Notice.

Public Participation: Ms. Robinson said that the Friends’ fund drive was going well.

Minutes: Ms. Thompson moved approval of the minutes of the meeting of February 19, as amended; Mr. Kellett seconded the motion, which carried.

Director’s Report: Karen Brodsky presented a few highlights from and one addition to her report, as follows:

- Felipe Labastida’s fifth anniversary celebration: Ms. Brodsky will email the Board with the date and time.
- The Friends have requested presentations on library topics at their board meetings. The list of possible subjects is attached to the Board package, and Ms. Brodsky will circulate a survey to the Board to see if the Board is interested in having such presentations.
- The Board was shocked to learn that one of the teak benches outside the library had disappeared during Monday night, March 17. We were reminded that the bike rack had disappeared the previous year but had been found not far away, and were hopeful that the bench would also reappear.¹ The disappearance has been reported to the police, and the Borough’s road crews have said that they would look for the bench as they do road work around the Borough.

Treasurer’s Report: Mr. Kellett presented the Treasurer’s Report, noting that we are now indicating items that do not fall evenly into 12-month increments with asterisks. Mr. McCrossan reported briefly on the Borough’s budget process, saying that the library should not expect any excess over the statutory amount. He said that the Borough would be holding off on introducing the budget for as long as possible in hopes that the state aid amount would not be cut from its present level even though Bernardsville is a small municipality. Ms. Thompson moved to accept the Treasurer’s Report, to pay y the new bills received from March 1-18, 2008 and to ratify the payment of bills received and paid from February 20-29, 2008. Mr. Burset seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: The library’s auditor has completed his audit for 2007 as of March 14, with no exceptions except for a request that the corrected minutes be signed by the secretary.

¹ On Wednesday morning, March 19, the Board received an email from Ms. Brodsky, telling us not only that the first bench had not reappeared, but that the second bench had disappeared sometime during Tuesday night.

Personnel: Mrs. Wallace described the changes to the employee health care options resulting from changes in the state health care plans we have been using, and moved to amend the Personal Manual as shown on the first sheet of Personnel Committee recommendations in the Board package. Mrs. Southworth seconded the motion, which carried. Mrs. Wallace also discussed the proposed change to the E-Mail section of the Personnel Manual. After discussion, the word “only” was removed from the recommendation; Mrs. Wallace moved to amend the E-Mail section of the Personnel Manual by inserting “for library business” at the end of the second sentence, to read: “Every employee has a responsibility to maintain and enhance the library’s public image and to use all library computer systems in a productive manner for library business.” Ms. Thompson seconded the motion, which carried.

Policy: Mrs. Orfan presented and explained the proposed changes to the fee structure for use of the Community Room (increases for evening use), and moved their adoption. Mrs. Wallace seconded the motion, which carried. Mrs. Orfan also presented the proposed Local History donations policy, as set forth on the draft “Donations to Local History Collection Acknowledgement/Waiver” in the Board package, and moved its adoption; Mr. Kellett seconded the motion, which carried. Finally, Mrs. Orfan presented some minor changes to the Gift Recognition Policy to remove references to the Wall of Honor and the tile sizes and colors, and moved their adoption; Ms. Thompson seconded the motion, which carried.

Long-Range Planning: did not meet.

Communications: Marilyn Dee has written that there will be a delay in replanting the front garden until the Garden Club has sufficient funds for the project but that she is hopeful it will go forward.

Old Business: For National Library Week (April 14-19), *The Bookworm* has agreed to support a special coupon, to be handed out to anyone who checks out an item during that week and to be valid for use during that week, giving the user a 10% discount on his or her purchase and also giving the library 10 % of the value of each such purchase. This is extremely generous and the Board expressed its appreciation. Mrs. Wallace moved that the Board approve the coupon fundraiser; Ms. Thompson seconded the motion, which carried. Use of the funds will await further discussion. The lighting and heating capital needs are part of the Borough’s energy audit plan, which is moving forward. The Police Department has let Ms. Brodsky know that it is considering the unattended child issue further.

New Business: none.

Executive Session: None

At 6:50 pm, Mr. Giglio moved to adjourn the meeting; Mr. Buset seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary