

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
May 20, 2008**

Attendance: Russ Giglio was absent. Tom Shea, 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 5:31 p.m. and read the Open Meeting Notice.

Public Participation: Mr. Shea said that the Borough Council had had no objection to the Friends’ reactivation of the purchase and installation of commemorative bricks for the patio and that the drive would begin shortly. He also noted that Jay Parsons had resigned as the Friends’ Treasurer, but that they have found a new Treasurer, Jackie Somers, who has experience as Treasurer of the Bedwell Home and School Association.

Minutes: Mr. Kellett moved approval of the minutes of the meeting of April 15, as amended to state that Mr. Kellett, not Mr. McCrossan, had commented on the ability of the QuickBooks accounting program to compensate for a second signature requirement for electronic bill paying¹. Mr. Burset seconded the motion, which carried.

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

- **Staff training:** Ms. Brodsky explained the Myers-Brigg Type Indicator, and said that it or a similar measure had been used before as part of staff development. She thanked Maud Thiebaud again for the generous grant that permitted nine staff members to participate in the New Jersey Library Association annual conference, staggered over a three-day period. She and Pat Kennedy-Grant participated in the Highlands Regional Advocacy Institute, which helped her focus on ongoing communication with the Borough Council and the community. She proposed not only that the Board continue its one-on-one council contacts, but that there be a brief presentation to the council at regular intervals. Mr. McCrossan agreed to raise this with the council. Ms. Brodsky circulated a possible information sheet of data on public libraries in New Jersey, showing Bernardsville’s comparative status.
- Ms. Brodsky described the AAUW’s generous annual gift, for which the Board is very grateful. She also told us of two unexpected and fortuitous services to the library. Angelo Scarpati, of Optimal Physical Therapy and Performance Institute, one of the tenants in the Library Professional Plaza lower floor space, stepped in when the scheduled presenter for a sports injuries program was late, and did an excellent, impromptu job. Tom Scherer, who works for Trane, has spent a great deal of time trying to make our HVAC system function effectively. The Board expressed its gratitude to Messrs. Scarpati and Scherer.
- Mr. McCrossan and Ms. Thompson questioned the section of Ms. Brodsky’s report dealing with changes to the library parking rules in connection with the downtown construction project. Ms. Brodsky will get back to Mr. McCrossan with more specifics.

¹ This issue is moot, because we can only pay bills electronically to the State of New Jersey. See the May Director’s Report.

- The Board agreed that regular business hour fees for the Community Room will include Saturday and Sunday daytime hours. The Policy Committee will consider program-related library memberships without fees and report back.

Treasurer's Report: Mr. Kellett presented the Treasurer's Report. Ms. Thompson moved to accept the Treasurer's Report, to pay the new bills received from May 1-20, 2008 and to ratify the payment of bills received and paid from April 16-30, 2008. Mr. McCrossan seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: none, but will be meeting to start the budget process soon.

Personnel: Ms. Brodsky left the meeting for a brief period. The Board discussed the procedures for her appraisal and the new evaluation forms that the Personnel Committee developed. The consensus was that this year, we will ask Ms. Brodsky to tell the board what she believes her major accomplishments were for the past year and together we will agree to individual goals for the following year. The board members will provide feedback on her performance, to be discussed at the June meeting, and then presented to her in a one-on-one evaluation session. Donald Buset will be asked to conduct that session. Ms. Thompson moved that the Board accept the consensus set forth above; Mr. McCrossan seconded the motion, which carried. We thanked Mrs. Southworth for her wonderful work on the new form. Ms. Brodsky rejoined the meeting.

Policy: will meet before the next Board meeting.

Long-Range Planning: needs to meet. The application to register a new slogan ("The World at Your Doorstep") has been posted; the slogan is not in use elsewhere. The public has a period to comment on the proposed trademark before it can be registered.

Communications: None.

Old Business: Mr. McCrossan reported that the contract to write the lighting bid specs had been approved and that Brownworth Engineering has begun work. The contract was awarded at an hourly rate with a "not-to-exceed" clause. There is no news on the solar heating; Ms. Brodsky will check to see if the "energy auditors" have been approved as yet by the BPU. With respect to the unattended children policy issue, Ms. Brodsky has received an email from Chief Valentine which does not appear to offer a satisfactory resolution; the Policy Committee will consider a response when it meets.

New Business: Mr. Kellett moved to accept the minutes of the May Executive Sessions; Mrs. Orfan seconded the motion, which carried.

At 7:02 pm, Mrs. Orfan moved to adjourn; Mr. McCrossan seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary