

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
February 22, 2011**

Attendance: All Trustees were present except John McCrossan and Peter Miller. Roni Larini, Vice-President of the Friends of the Bernardsville Public Library (“Friends”), Howard Lemberg, newly elected Chair of the Bernardsville Library Foundation (“Foundation”) and Karen Brodsky, Executive Director, Bernardsville Public Library, were also present.

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

Public Participation: Mrs. Larini said that the Friends had nothing new to report. Mr. Lemberg introduced himself, noting that he was a long-time library supporter and had served on the Library Board of Trustees as its Treasurer for most of the 1990s.

Minutes: John La Duc and Donald Burset each suggested a correction to the January minutes. Patrice Cummings moved to approve the minutes as corrected. Mr. La Duc seconded the motion, which carried.

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

- The library has selected Kathy Franco, a fully-trained former employee, to fill the vacancy resulting from Margaret Harvey’s resignation. Ms. Brodsky noted the receipt of a huge number of applications for this part-time position.
- Karen Vaias’s service anniversary will be recognized at the March 17 staff meeting (9 am).
- She called attention to the *Bernardsville News* ad for career-centered training sessions at the library and congratulated Madelyn English for getting the ad placed (part of the negotiations for the *BV News* advertising staff meetings at the library).
- She mentioned the Somerset County listing of the library among the north-county municipal sites that had been approved for solar panels. The library was included as part of the Somerset Hills School District’s application, not the borough’s, although the building belongs to the borough. After discussion, which revealed the Board’s woeful state of ignorance of the likely terms and conditions, Ms. Brodsky said she would try to get the bid and contract documents from the county; Mr. La Duc offered to review them and report on the various roles and responsibilities. Mr. Lemberg mentioned that the mounting hardware for the solar panels should be reusable to facilitate replacements as solar technology improves.
- Terry Thompson asked about the status of the library’s membership in the American Library Association; Ms. Brodsky explained that she had an individual membership but that the library was not a member for cost reasons. Ms. Thompson commented that she had contacted the Association for Library Trustees, Advocates, Friends and Foundations (ALTAFF), a part of the ALA, for some information in connection with the Foundation and found them very helpful, also their website is a good resource.

Treasurer’s Report: Mr. La Duc presented the Treasurer’s Report, mentioning the electric bill and asking if alternative sources of heat had been reviewed in the past. Ms. Brodsky briefly

described the investigation done in the mid-2000s by the Borough's consultant and its outcome. Ms. Thompson moved to approve the Treasurer's Report, to pay the new bills received from February 1-22, 2011 and to ratify the payment of bills received and paid from January 19-31, 2011. Maribeth Southworth seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Mr. Buset made two changes in committee assignments, switching Patrice Cummings from Personnel to Finance and Ms. Southworth from Finance to Personnel.

Finance: No report.

Personnel: No report.

Policy: Lucy Orfan presented the proposed changes to the Gift Recognition Policy: the same methods of recognition for total annual giving whether the gift is to the Friends, the Foundation or directly to the library. Gifts to be recognized on an annual basis only, to eliminate the need to track by donor over a longer period. The number of categories for recognition to be reduced to three rather than four, again for easier tracking. She asked for suggestions for names for the three categories of significant gifts; suggestions included:

Silver, Gold, Platinum
Leader, Benefactor, Sponsor
Author's names : Homer, Tolstoy, Shakespeare (have a contest? Ask staff for input?)

Mrs. Orfan moved the Gift Recognition policy changes with the donor category names to be decided later; Ms. Thompson seconded the motion, which carried. Mrs. Orfan said that the committee was not recommending any changes in the Community Room Policy but that if another request for something like a wedding came to the Director, we would consider it using the fundraiser protocols adopted last year.

Long-Range Planning: Ms. Thompson reported briefly on the meetings with the initial trustees of the Foundation and mentioned that she believed the library, Friends and Foundation should jointly pursue the possible use of credit cards for gifts. There was a brief discussion of this; Ms. Brodsky mentioned that the Friends were looking at credit cards. Mr. Lemberg asked about a *Bernardsville News* contact.

Communications: None.

Old Business: Bylaws changes will be considered next month. Mmes. Orfan and Thompson and Mr. La Duc volunteered to work on them.

New Business: Mr. Buset said that he wanted to create a task force to assist the Foundation and not require the Long Range Planning Committee to take on that role. Mr. Buset also mentioned that he would like to pursue possible continuing education opportunities for members of the Board.

At 6:45, Ms. Thompson moved to go into Executive Session; Mrs. Cummings seconded the motion, which carried.

Executive Session: Ms. Thompson explained that there had been donations to the library restricted for use in creating a foundation or endowment and that the Borough's attorney was unsure whether the library could transfer such funds directly to the Foundation. After discussion, Mr. La Duc moved to authorize Ms. Brodsky to return such funds to the donor on the donor's request and on condition that the donor then transfer the funds to the Foundation. Mr. Gouldin seconded the motion, which carried by a unanimous roll call vote.

At 6:55 Ms. Thompson moved to return to open session and to adjourn. Mrs. Cummings seconded the motion, which carried.

Respectfully submitted,

Terry A. Thompson
Secretary