

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
March 15, 2011**

Attendance: All Trustees were present except Maribeth Southworth. John Deibert, President of the Friends of the Bernardsville Public Library (“Friends”), Howard Lemberg, Chair of the Bernardsville Library Foundation (“Foundation”). Doug Doremus, fund-raising chair for the Friends, and Karen Brodsky, Executive Director, Bernardsville Public Library, were also present.

President Donald Burset called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. and read the Open Meeting Notice. Secretary Terry Thompson called the roll.

Public Participation: Mr. Deibert said that the Friends fund-raising final total was \$27,900 and that they could meet their budget commitments to the library for programs and support. He also said that Messrs. Burset and Lemberg would be attending the Friends meeting on March 16, to promote working together. Mr. Lemberg described the Foundation’s plans for an introductory reception at the library on March 23 from 7 to 9 pm and mentioned plans for a fundraising event under way. Ms. Thompson noted that the Foundation’s 501 (c) (3) application had been submitted to the IRS. Patrice Cummings mentioned that she had received several questions about the Foundation, as did Mr. Burset; there was a brief discussion of how to handle such questions at the reception. If the questions are very specific (“How often will the Foundation meet?”), they will be referred to one of the three Foundation initial trustees, but if a general question is put to a member of the Library Board of Trustees (“Why a Foundation?”), it will be answered.

Minutes: Mr. Burset suggested that the minutes be corrected to reflect his appointment of Maribeth Southworth to chair the Personnel Committee, but withdrew the suggestion because he had not, in fact, mentioned it at the last meeting. John La Duc moved to approve the minutes as submitted, seconded by Ms. Thompson and approved. John McCrossan abstained.

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

- Maud Thiebaud, a library volunteer and generous supporter, will be honored at the NJLA convention (Reception, May 3, 5:30-7:30, Ocean Place Resort, Long Branch. Board members are welcome. Ms. Thompson was nominated for, but did not receive, a Trustee’s award.
- Thanks to VFW Post 7858 for its continued support of the library (donation of a laptop last year, an iPad this year, and downloadable audiobooks from the State Library).
- Lighting areas: two small areas were omitted when the borough redid the wings lighting, the parenting and career counseling areas off the rotunda. Improvements to the lighting would cost approximately \$1700. Ms. Brodsky will pursue funding, first through the borough’s request for a county grant, then through other avenues if necessary. The board agreed with this plan.
- Ms. Thompson moved to approve the updated technology plan, subject to funding. Mr. McCrossan seconded the motion, which carried.
- The borough has approved Ryan Weber’s request to film part of his mystery movie at the library. (Ryan is a library employee).

- After discussion, Mr. La Duc moved to approve the private fundraising proposal submitted by Chanveen Bindra for November or December, 2011. Mrs. Cummings seconded the motion, which carried. The Policy Committee will revisit the Private Fundraiser form and consider whether greater specificity is needed.
- Ms. Brodsky called the Board's attention to the draft "Donations" page for the website; there were some minor editorial suggestions. Mr. McCrossan mentioned that the borough's Recreation Department was now taking credit card payments for, e.g., pool membership, at a fee of 3% of the transaction. Doug Doremus, from the Friends, explained how the Friends were planning to contract for handling of web-based donations using "Click&Pledge"; it is hoped that the Foundation may use the same handler and that the library may be able to use this source for fines and perhaps, deposits. The contract is for two years but a non-profit may cancel earlier. Mr. Doremus explained the choices of fee structures and confirmed that the processing bank (Columbus Bank & Trust, Georgia) would be responsible for breaches of individual privacy (including identity theft?). Mr. Doremus also mentioned that Click& Pledge permits setting up a database of donors with Salesforce.com. Mr. La Duc moved to allow the addition to the website; Mrs. Cummings seconded the motion, which carried.
- Ms. Brodsky presented a revised position description for Youth Services Coordinator. Mrs. Cummings moved to approve that description, seconded by Mr. McCrossan and carried. After discussion, Mr. La Duc moved to change the "Coordinator" titles for Department Heads to "Manager". Mike Gouldin seconded this motion, which carried.
- Ms. Brodsky mentioned that since the announcement of Harper Collins's new policy regarding ebooks sold to libraries (26 uses and the ebook expires) the Overdrive group of libraries, including Bernardsville, is boycotting Harper Collins's ebooks.
- There will be a program on Social Security at the library on March 24.

Treasurer's Report: Mr. La Duc presented the Treasurer's Report, again noting the size of the electric bill. He said that the Finance Committee would meet with Mmes. Brodsky and English on April 11 to look at improving the Treasurer's Report to enhance the information flow to the board. Mr. McCrossan suggested adding expenses presently not reported at the end of the month financial reporting period, for work that has been done, but not yet invoiced, by establishing a process to encumber or accrue such amounts (for instance, month-end payroll payments that are in fact not made until shortly into the following month). After discussion, Mr. La Duc agreed that the committee would consider the costs (in staff time) and benefits of adding the "encumbered" items, but noted that the library was operating on a cash basis. Mr. McCrossan also commented on the budgeted amount for municipal contribution, saying that he had a unanimous "straw" vote from the council to keep the library's municipal appropriation at last year's amount (\$897,085.00) and that the Treasurer's Report should reflect this amount. Ms. Brodsky said it would be changed when the municipal budget was introduced. Ms. Thompson moved to approve the Treasurer's Report, to pay the new bills received from March 1-15, 2011 and to ratify the payment of bills received and paid from February 23-28, 2011. Mr. Gouldin seconded the motion, which carried by unanimous roll call vote. Mr. Gouldin left the meeting to pick up one of his children, returning at 7:25 pm.

Committee Reports:

Finance: No report.

Personnel: Report will be presented in executive session.

Policy: No report.

Long-Range Planning: No report. Mr. Burset said that he was appointing Mr. Gouldin as the Board's liaison to the Foundation board.

Bylaws Ad Hoc Committee: Mmes. Orfan and Thompson and Mr. La Duc presented suggested revisions to the bylaws. Further revisions were suggested, and the revisions will be presented for a vote at the April meeting.

Communications: Ms. Thompson read the very wonderful thank-you note from Marion Kennedy for her "retirement" party; a copy is attached to these minutes. Ms. Brodsky said that the *Bernardsville News* article on the new officers, Board members and the Foundation would probably be in this week's paper.

Old Business: Ms. Brodsky reported that the cards bearing Phil Kennedy-Grant's painting of the new library were being framed for presentation to former Board members Jim Kellett and Stephanie Wallace. Patrice Cummings showed the plaque that she is proposing to honor past Board presidents; Ms. Brodsky suggested a space for the plaque adjacent to the local history room and the large antique wall clock. The Board approved the concept, and thanked Ms. Cummings for taking it on.

Mr. La Duc presented the results of his and Ms. Brodsky's research into the solar heating proposal from Somerset County. There are several valid concerns. Ms. Brodsky and Mr. Burset will take these to the Borough. Pete Miller mentioned that the Somerset Hills School District had the same kinds of concerns and questions, and that when the county's contract was available, the school district's engineers and lawyers would review it; he will share the results of that review with the Board.

New Business: none.

Executive Session: At 7:45, Mr. McCrossan moved to go into executive session to discuss personnel matters; Ms. Thompson seconded the motion, which carried. At 8:28, the Board returned to open session.

Open Session: Mr. McCrossan moved to adopt the recommendations of the Personnel Committee as outlined in a memorandum by Ms. Southworth dated March 15, 2011. Ms. Thompson seconded the motion, which carried by a unanimous roll call vote.

At 8:35 pm Ms. Thompson moved to adjourn. Mr. Gouldin seconded the motion, which carried.

Respectfully submitted,

Terry A. Thompson
Secretary

Transcription of Marion Kennedy's thank-you letter

Terry,

I want to begin by thanking you for opening your home to host my "retirement party". It was such a wonderful gathering of friends, member of the former Library Association with whom I served, current Friends members, coworkers in the library, and people who have become my friends because of my work as a volunteer in the library and other areas.

The accolades, gifts, and especially the proclamation from the Mayor were totally unexpected.

Please send my thanks to Donald Buset, other board members who were kind enough to attend, and the entire Board for recognizing my volunteer service. Similarly, thank John Deibert and all the Friends who attended the open house. Also, my gratitude is extended to Mayor Lee Honecker, his wife, and Councilman John McCrossan for taking the time to attend the open house.

Finally, I want to thank, through you, all the people who have written to me since the party. I am moved that they have taken the time to recognize my work at the library. Volunteering is something I love and enjoy, for which I never expected such overwhelming recognition and thanks.

Again, thank you for your efforts on my behalf. The feelings I have from the open house will stay with me for many years to come.

Marion Kennedy