

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
October 20, 2009**

Attendance: Russ Giglio and Lucy Orfan were absent. Tom Shea, President of Friends of the Bernardsville Public Library (“Friends”); John Deibert, also from the Friends; John Macdowell, Bernardsville’s Manager of Public Works; and Karen Brodsky, Executive Director, Bernardsville Public Library, were also present.

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

Public Participation: Friends: Mr. Shea reported that he had spoken at the NJLA annual Friends workshop during National Friends week. He also introduced John Deibert, who has been nominated to serve as President of the Friends of the Bernardsville Library, the election will take place at the Friends annual meeting in November. Mr. Shea also reported that the annual campaign is proceeding slowly, but that they have some reserves that they may tap, and that a letter to the editor will appear in the Bernardsville News asking each household to contribute \$10 to the Friends.

Lighting Project: John Macdowell reported on the problems that have arisen since the lighting contract was awarded, saying that the original plan had been to have completed the project by now. However, the shop drawings for the specified lighting have just been ordered; they are expecting a ten-day turnaround. As Ms. Brodsky reported in September, when the installation contractor inspected the job he found some cabling conditions that violate the National Electrical Code and that must be corrected before the new lighting can be installed. The borough has prepared a change order, and has sufficient funds to cover the increased costs of rectifying these violations. Mr. Macdowell expects the additional appropriation to be approved at the Borough Council meeting on October 26.¹ The contractor will install a new lighting panel and a digital light system. Mr. Macdowell has discussed the scheduling with the library staff. There will need to be some closings and partial closings, as well as temporary lighting in the wings from time to time; Mr. Macdowell will work closely with Ms. Brodsky to minimize the effect on patrons. Ms. Brodsky will see that the replacements and potential closings are publicly announced, but inevitably there will be disappointed patrons. Mr. Miller suggested that we warn the fire department that the alarm system would be on “test” so that the inevitable alarms would not bring them rushing to the door. The library will also give extensions of time for borrowed books to cover the closing periods, and will adjust the printout slips accordingly. Mrs. Wallace and Ms. Brodsky thanked Mr. Macdowell for coming to our meeting to report in person, and the Board echoed the thanks. Mr. Macdowell left the meeting.

Minutes: Donald Burset moved approval of the minutes of the September meeting as presented. Jim Kellett seconded the motion, which carried (Terry Thompson abstained). Ms. Thompson, who was absent in September, thanked Lucy Orfan for having taken the September minutes.

¹ I was at the Council meeting on the 26th for another purpose; the additional appropriation was approved.
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Director's Report: Ms. Brodsky presented highlights and additions to her written report, as follows:

- Tim Weller's ten years of service will be recognized at the Staff Meeting, Wednesday, Nov. 18 at 9 am.
- The additional paper towel dispenser will be provided.
- The New Jersey Historical Society did not approve a grant to the Local History Room. However, our Local History volunteers donated a total of \$2,375 to restore and preserve the collection of Fred P. Crater's photographic negatives that were donated to the library. The Board expressed its gratitude to our volunteers for their extraordinary generosity.
- Michele Casey has applied for two Somerset Hills Education Foundation grants, one for e-book reader funding and one for childrens' books as a collaborative community project. We are asking for a match from the Friends, which would give a total of \$6000 for children's books
- The internet filter continues to be a problem but the staff is managing.²
- Ms. Brodsky clarified that there is no change scheduled for Saturday hours in 2010.

Treasurer's Report: Mr. Kellett reviewed the Treasurer's Report and bills. Ms. Thompson moved to approve the Treasurer's Report, to pay the new bills received from October 1 to October 20, 2009, and to ratify the payment of bills received and paid from September 16-September 30, Mr. Burset seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance: Mr. Kellett discussed the drop in equalized valuation for 2010, which leaves the library approximately \$49,000 short of the draft budget amount. After discussion, a consensus was reached that our finance committee should meet with the Borough's finance committee in early November to discuss this potential shortfall, that we should attempt to have individual meetings with each member of the Council (Ms. Brodsky will invite them to come to the library at their convenience) and that we should request agenda time at the Council's November 23 meeting. We also decided to tell the Friends of the potential shortfall at the Friends' Annual Meeting. There was discussion of what steps might have to be taken in the event of such a shortfall. Both Mr. Burset and Ms. Thompson said that any listing of possible steps should include a later opening on weekdays. There was discussion of the possible use of a Foundation to solicit donations for an endowment program, and the possible need for short-term fundraising to close the gap. The Foundation Research Committee's recommendation of steps to take to go forward with a foundation was approved. Mr. Shea commented that if the Board went to the public it would likely reduce contributions to the Friends.

There was also discussion of a vendor recognition program intended to induce vendors to reduce prices for their services to the library; this was referred to the Policy Committee.

Foundation Research: was discussed as part of the Finance Committee discussion.

Personnel, Policy, Long-Range Planning: did not meet.

Communications: none.

² As they always do!

Old Business: Covered during the public session (Mr. Macdowell's report and the discussion that followed).

New Business: Mrs. Wallace moved to accept a recycling container arranged by Friends board member Kathy Redling, for outside the building; Mr. Buset seconded the motion, which carried. The board asked Ms. Brodsky to convey our thanks to Ms. Redling.

There being no further business, Maribeth Southworth moved that the meeting adjourn at 7:30 p.m. Mr. Buset seconded the motion, which carried.

Respectfully submitted,

Terry A. Thompson
Secretary