

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
December 14, 2010**

Attendance: Peter Miller was absent. John Deibert, 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: John Deibert said that the Friends fund-raising was their major concern, they were hoping for a generous Christmas and holiday total. The upcoming concert should be a good one, and the concert by the folk singer was excellent, some attendees made donations.

Minutes: The November minutes were approved without change on Jim Kellett’s motion, seconded by Patrice Cummings.

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

- She discussed Marion Kennedy’s 50 years of volunteering at the library, most recently as the chair of the Local History Committee, and suggested that the Board offer a retirement party. After discussion, we decided to have an open house at the home of Terry Thompson, from 2-5 pm on Sunday, January 23. The Friends have a concert that day at 3, so the 2 pm start would allow members to attend both. The Board expressed great appreciation for Mrs. Kennedy’s service and her loyalty to the library, and thanked Ms. Thompson for volunteering to host the open house.
- She discussed the Youth Services Shelver position description. Mr. Kellett moved to adopt the description; Maribeth Southworth seconded the motion, which carried.
- She reported on a possibility of credit card processing at a lower cost that she is exploring.
- Board issues:
 - The Policy Committee will revisit gift recognition, perhaps jointly with the Foundation and Friends boards.
 - The Board approved a vendor fundraising offer by Meli Melo to take place at the end of March; moved by Donald Burset, seconded by Ms. Thompson.

Treasurer’s Report: Mr. Kellett presented the Treasurer’s report, thanking Ms. Southworth for her book sales donations and suggesting the allocation of \$1000 to the Conference Reserve. Ms. Thompson moved to make the allocation, to approve the Treasurer’s Report, to pay the new bills received from December 1-14, 2010, and to ratify the payment of bills received and paid from November 17- 30, 2010. Mr. Burset seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance: The budgets have been sent to the borough, with an increase in the “contingency plan”

budget of \$3500 for additional pension costs. Mr. McCrossan reported that the Council had taken a straw vote to keep the library funding at the same level as last year, without prejudice to a possible further increase when all the budget details have been sorted out. Ms. Thompson moved to approve the revised “contingency plan” budget; Mrs. Cummings seconded the motion, which carried.

Personnel, Policy, Long-Range Planning: did not meet (Long-Range Planning will meet on December 15 with the initial trustees of the Foundation.

Foundation: Mrs. Wallace mentioned that she and Mrs. Cummings had met with the initial Foundation trustees and Michael Gouldin, who has submitted a Skills Bank form to the borough for possible service on the Board.

Communications, Old Business: none.

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New Business: Ms. Southworth asked that suggestions for officers be submitted to her by December 31. Mrs. Wallace moved to set January 18, 2010, at 5:30 pm, as the date for the reorganization and regular meeting; Mrs. Cummings seconded the motion, which carried.

At 6:35 Mr. Bursset moved to go into executive session to discuss a personnel matter; seconded by Mr. Kellett and carried. The meeting returned to public session at 6:40; Mrs. Orfan moved to adjourn, seconded by Mr. McCrossan and carried.

Respectfully submitted,

Terry A. Thompson
Secretary

In the executive session, Ms. Brodsky announced that the Thiebaud MLIS grant will be awarded to Felicia Ballard, and the staff will be told on December 16, asking the Board not to discuss before December 16.