

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
January 18, 2011**

Attendance: All members were present. John Deibert, President of the Friends of the Bernardsville Public Library (“Friends”) and Karen Brodsky, Executive Director, Bernardsville Public Library, were also present.

Vice President Donald Burset called the Board of Trustees (“Board”) meeting to order at 5:31 p.m. and read the Open Meeting Notice. He introduced new board members John La Duc and Michael (Mike) Gouldin. Mr. La Duc said that he has lived in Bernardsville for six years, has a financial background, and volunteered to take on the Treasurer’s job. Mr. Gouldin said that he has three children in the Somerset Hills schools, ages 12, 10 and 7, and is a principal in a financial planning firm located on Mount Airy Road. Both are pleased to be serving on the Board. The remaining members of the Board introduced themselves, as did Mr. Deibert and Ms. Brodsky.

State of the Library: Mr. Burset gave a brief presentation, featuring:

Rankings – Hennen’s American Public Library Ratings and *Library Journal*, both national ranking services:

1. New Jersey’s #1 library in our budget category
2. New Jersey’s #2 library overall

Mission of the Bernardsville Public Library

- Provide a diversity of current, popular and reference reading, viewing and listening material for community residents;
- Support the personal, educational and professional needs of all ages by providing access to materials, services and technological tools;
- Emphasize supporting young children, students and their parents in an appreciation of reading and learning;
- Make facilities and resources available for group interaction and community participation.

Service to the Community

- All constituencies, from cradle to grave
- Wide range of programs and services
- Outreach and advocacy
 - a. Elected officials
 - b. Local businesses
 - c. Tax help
 - d. ESL – no cost to the Library; record number of attendees
- Cultural programs

Trademark – A world at your doorstep

Facility

- 10th anniversary in 2010
- Still working on old issues
- Cooperation with Borough

Technology

- 41 public access computers all donated by the Friends
- Software, including Office2010 which is now being installed, donated by a private party; matched by the Friends

Collection

- Books
 - Traditional
 - E-books
 - ILL
- Audio – CD circuit funded by Friends
- Video – Friends fund most popular DCD films
- Online access

Staff

- Dedicated, loyal, stable, superior, professional
- Strong management team
- Changes under way
 - Michael Casey's retirement
 - Succession planning and training

Board of Trustees

- Committed to supporting the library's mission
- Changes
 - Stephanie Wallace, who gave 12 years of dedicated service to the Library Board, 11 as an officer, decided to step down from the board at the end of 2010 and stuck to her decision despite requests to reconsider. We are tremendously grateful for her time and efforts over the years.
 - Jim Kellett – an outstanding Treasurer, had suggested a year ago that he needed more time to pursue his second career (as a concert pianist), but we persuaded him to stay until the end of 2010.
 - Welcome to John La Duc & Mike Gouldin, we look forward to getting to know you both and working with you.

Friends of the Library – committed to supporting the library's mission – forever.

Bernardsville Library Foundation – established December 2010 – committed to supporting the library's mission

Financial

- Mandated municipal support

- Strong support from the Borough Council
- Strong support from the Friends
- Increasing difficulty
 - Property values
 - Increasing expenses
 - Expenses cut and cut and cut
 - Facing cuts in service, hours of operation and staffing

2011 Prognosis

- Financial opportunities
 - Foundation
 - Friends
 - Fund development plan
 - Vendors
 - Private parties
- Continue to excel leading off our next decade

Ms. Brodsky added that there were problems as well as successes, noting that the conversion to Office 2010® had some issues, as did the lighting replacement project. She noted that the library had expanded its budget by seeking matching grants for specific projects, for instance the Children’s Local History program.

Board Reorganization:

1. Oath of Office: Patrice Cummings, Mike Gouldin, John La Duc and Terry Thompson took the oath of office, Patrice and Terry having been reappointed to full 5-year terms and Mike and John having been appointed to fill the vacant terms (Kellett and Wallace) through December 31, 2013. The oaths were duly signed and certified.

2. Election of Officers: Maribeth Southworth and Peter Miller, this year’s Nominating Committee members, presented the following slate:

President:	Donald Buset
Vice President:	Patrice Cummings
Secretary:	Terry Thompson
Treasurer	John La Duc

There were no further nominations from the floor, and the slate was elected.

3. Resolutions: Mr. La Duc moved to appoint Library Director Karen Brodsky as the library’s purchasing agent for expenditures under \$17,500; Mrs. Cummings seconded the motion, which carried. John McCrossan moved the appointment of Nisivoccia LLP as the library’s auditor for 2011; Mr. La Duc seconded the motion, which carried. Lucy Orfan moved to approve the use of Peapack-Gladstone Bank for the library for 2011; Ms. Thompson seconded the motion, which carried.

4. Committees: Mr. Buset said that he would keep the existing committees for the present; he appointed Mr. La Duc as chair of the Finance Committee, and asked Mr. Gouldin to serve on the Long Range Planning Committee. He also appointed Mrs. Orfan as chair of the Policy Committee and Ms. Thompson as chair of Long Range Planning.

5. Meeting Dates: After discussion, we agreed to keep the meetings on the current schedule (the third Tuesday at 5:30), except for February, April and December, which will be the fourth, second, and second Tuesdays respectively. Mr. Buset moved the proposed schedule, seconded by Mrs. Cummings and carried.

Public Participation: John Deibert said that the Friends would meet the following evening (January 19) at 7 and that their fund-raising had gone well so that they were proposing a budget of \$47,305 in gifts for 2011, \$13,305 coming from investment income and \$1000 in carryover from 2010's budget. The Board thanked the Friends for their continued generosity. Mr. Deibert said that a committee consisting of himself, Tom Shea and Harold Kuskin (chair) is revisiting their bylaws.

Minutes: Mr. Buset suggested one change to the December minutes; Mrs. Cummings moved to approve the minutes as amended. Ms. Southworth seconded the motion, which carried.

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

- The library has written a letter of appreciation for Maud Thiebaud's grant towards a MLIS degree for staff member Felicia Ballard.
- E-books do not appear to be replacing printed books, but supplementing them.
- She reminded of the upcoming receptions for Michael Casey and Marion Kennedy, marking their retirements.
- The borough has authorized repair of the most recent roof leaks.
- Mr. La Duc moved the resolutions requesting no-bid contracts with Baker & Taylor for books, GIS Information Systems, Inc., dba Polaris Library Systems, for the integrated library computer system, and with Dublin Maintenance Contractors for janitorial services. Ms. Thompson seconded the motion, which carried.
- After discussion, Mr. La Duc moved to amend the Personnel Policy Manual to move the Youth Services Coordinator to the end of the authority chain, since no one is currently filling this position. Mr. Miller seconded the motion, which carried.

Mr. Miller left the meeting at 6:27 pm.

Treasurer's Report: Mr. La Duc presented the Treasurer's Report, suggesting the transfer of \$9858.74 to the available reserve. Mr. McCrossan moved the proposed transfer; the motion was seconded by Mike Gouldin and carried by unanimous roll call vote. Ms. Thompson moved to approve the Treasurer's Report, to pay the new bills received from January 1-18, 2011 and to ratify the payment of bills received and paid from December 15-31, 2010. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: No report.

Personnel: No report; Mr. Burset named himself, Mrs. Cummings, and Messrs. McCrossan and Miller to the Personnel Committee.

Policy: No report, but the committee needs to meet.

Long-Range Planning: has a meeting scheduled with the initial trustees of the Foundation on January 26.¹ Ms. Thompson will send materials to Mr. Gouldin.

Communications: Ms. Brodsky circulated the letter inviting Marion Kennedy to her Open House. Ms. Thompson reminded that she had arranged for parking at St. Bernards and a shuttle service, courtesy of Brendan McCrossan and Mitch Colby and their family's station wagons.

Old Business: The library has been included in the Somerset Hills School District's application to Somerset County regarding solar heating. There will be a hearing on February 9 at the County Administration Building at 7 pm.

New Business: Bylaws: Ms. Southworth raised the issue of changing the bylaws to set term limits for officers' positions. She suggested that it would ease the task for future Nominating Committees. The discussion that followed included a reference to the Friends' bylaws, which set a 6 year limit for board membership; several members said that they were less concerned about term limits for the Secretary and Treasurer but thought the President's consecutive terms should be limited, as is suggested in the State Library model bylaws. The actual limits suggested ranged from 3 to 5 years. We decided to read the bylaws and to discuss this at the February meeting.

Recognizing Stephanie Wallace: Mrs. Cummings asked the Board to consider an appropriate recognition for Stephanie's years of service and passionate advocacy for the library. Several suggestions were made, including a gift to the Foundation, "Naming" opportunities, a "Past Presidents' Fund" as part of the Foundation's activities, and a proclamation from the Mayor and Council. No decisions were reached, and there will be further discussion with the Foundation trustees and the Friends.

There being no further business, at 7:30 Mrs. Orfan moved to adjourn the meeting; Mr. Gouldin seconded the motion, which carried.

Respectfully submitted,

Terry A. Thompson
Secretary

¹ This meeting was cancelled due to weather and has been rescheduled for 2/9 at 5 pm at the library.