

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
May 19, 2009**

Attendance: Stephanie Wallace, President, Donald Buset, Peter Miller, Jim Kellett, Lucy Orfan, and Maribeth Southworth. Absent: Russ Giglio, John McCrossan, and Terry Thompson. Also present: Karen Brodsky, Executive Director, Bernardsville Public Library. Stephanie Wallace called the meeting to order at 5:35 p.m. and read the Open Meeting Notice.

Public Participation: None.

Minutes: Ms. Southworth moved approval of the minutes of the April 2009 meeting; Mr. Kellett seconded the motion, which carried.

Director's Report: Ms. Brodsky reviewed her report, & discussed several areas with the Board, including the following:

- Library circulation trends are within normal parameters when viewed on the 6 month moving average. We can expect a decline in our database usage, as our databases have been reduced.
- As approved by the Personnel Committee; for the present, the Technical Services/Readers' Services Assistant position will be handled with a temporary hire & existing staff coverage.
- The town-wide Mayfest (May 15th) event was a huge success. The Library ran several one time "promotions", which cost less than fifty dollars in loss of revenue, and this was more than made up for with community good will. Madelyn English was commended for her work on the event.
- The Somerset Hills AAUW continued its generosity to the Library with a \$2,000.00 donation, to be directed toward resources that would benefit girls and women.
- TAC and A&B Awards programs were complimented, administered by Michaele Casey and the Friends Association.
- The Board expressed its thanks to Bob Baker & Betsey Blair for their work on the VITA program.
- A grant obtained by Michaele Casey has led to a \$500 award, and recognition by a U.S. Senate Proclamation for the Child Early Literature Program. The Board expressed its congratulations to Michaele and her Children's staff.
- On an unhappy note, an area in the Small Meeting Room (SMR) was soiled by excrement. The Board was disappointed that Michaele Casey had to deal with such a situation and hope that such defacement never occurs again.
- Karen continues to work with the volunteer vendor on the Library logo.
- Concern has been raised that the increased charges for printing and copying are inadvertently penalizing children/teens who are doing school work. Recommendation that upon showing school ID, and vouching that the materials printed relate to school work, students will be charged reduced fees (before the price increase).

- Follow up to Nov 2008: estimates obtained for carpet tile in the teen area section of the Fiction Wing, with the SMR (\$5371.45), and without the SMR (\$3996). Friends funding will be requested.
- The continued work by the Children's Dept coordinating with Local History was noted, and appreciation also extended to SHEF for their efforts on the project.

Mrs. Wallace reiterated that Evelyn Fischel's five-year anniversary will be noted at the June 17 staff meeting (for any BOT members able to be present).

Treasurer's Report: Mr. Kellett presented the report and noted that with the change in payroll service, we will receive May & June payrolls at no cost. Ms. Southworth moved acceptance of the Treasurer's Report, ratified payment of bills April 22-30, and payment of new bills May 1-19. Mrs. Wallace seconded, and the motion was carried by unanimous roll call vote. Mr. Kellett stated that the Borough budget was introduced at the 05.11.09 Borough meeting, & the Library is to receive the minimum allocation.

Finance: The Finance Committee will schedule a meeting to begin work on the 2010 budget.

Personnel: The Committee met and discussed staffing, Family Leave policy, and the Director's Evaluation. Per Jack Pidgeon our Personnel Manual does encompass the recently instituted changes in NJ Family Leave policy.

Policy Committee: The Committee will meet to update the Bulletin Board and Literature Table Policy.

Long-Range Planning Committee: Mr. Burset noted interviews continue. He also commended the "What Do You Want?" questionnaire, which will be an added value to the LRPC.

Communications:

- The state Senate bill for reduced Library funding was discussed.
- Mr. Burset and Ms. Brodsky represented BPL at the Morris-Union Federation Dinner. Mr. Burset liked the exchange of ideas and the interaction at the event.
- Mrs. Orfan and Mr. Burset were pleased to attend the Friends Volunteer Recognition Luncheon. The Board acknowledged their appreciation that the Friends successfully host this annual event.

Old Business:

- Lighting Capital Request to the Borough: the Borough has approved \$76,000 in funding. Although consulting fees may be a factor, we are hopeful that this amount will cover the lighting costs in full. It is possible that this project may be completed by mid Oct.
- Solar Heating: No report

New Business: Revisit AED issue. Background briefly discussed; topic postponed until next month.

Executive Session: At 6:15pm Mrs. Wallace moved to go into Executive Session for personnel discussions. This was seconded by Mr. Burset and the motion carried. Ms. Brodsky left the meeting. At 6:52, Mr. Burset moved to return to public session, seconded by Mr. Kellett. The motion carried.

At 6:53pm, Mr. Burset moved to adjourn the meeting, seconded by Mrs. Orfan. The motion carried.

Submitted by:

Stephanie Wallace, President

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