

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
July 21, 2009**

Attendance: Russ Giglio and John McCrossan were absent. Tom Shea, President of 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 5:35 p.m. and read the Open Meeting Notice.

Public Participation: Mr. Shea said that the Friends were working on their 2010 budget, and that their annual fund-raising campaign was due to start at the beginning of September.

Minutes: Lucy Orfan moved approval of the minutes of the June meeting as circulated. Jim Kellett seconded the motion, which carried.

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

- Regarding the misstatement in the Bernardsville News (a misquotation attributed to the director of Clarence Dillon Library), the director has asked for a correction.
- The board thanked Madelyn English for her successful grant applications, her work on other grant applications that have not been decided on or as yet come to fruition, and her negotiation of new telephone service arrangements that will save about \$200 per month.
- Mrs. Wallace congratulated the library and staff on repeating last year’s placement in the Hennen ratings, as the top NJ library in our population category and #2 in New Jersey in all population categories! 😊
- Because of changes in state pension rules, Ms. Brodsky asked that a resolution on staff salary increases be adopted in an executive session.
- Ms. Brodsky asked Mr. Miller to check whether the school district was in fact discontinuing its participation in delivery service arrangements for interlibrary loans because of the effect such a discontinuance would likely have on our library’s interlibrary loan volume; Mr. Miller said he knew nothing about it but would check and get back to Ms. Brodsky.
- The board was extremely sad to learn of Shelley Jones’s resignation. She will be leaving only a couple of weeks before her tenth service anniversary, and the board decided to recognize her ten years of wonderful service to the library and its patrons at a date to be determined before she leaves, probably at the August staff meeting.
- Our instant messaging reference service is now up and running between 3 and 6 pm every day, and we will begin to publicize it.
- “Noisy” work in preparation for the new lighting (moving bookshelf units) and some other “noisy” maintenance work will take place on our annual staff development day when the library is closed (August 28), so as to keep patron discomfort to a minimum.
- After consulting with HVAC contractors, Ms. Brodsky arranged to have the air conditioner condenser coils cleaned and filters changed. Although this maintenance item was not budgeted, the cleaning is necessary and could prevent serious problems with the AC units.

- Ms. Brodsky reported a theft of cash from Michael Casey's pocketbook. The staff have been reminded to lock up their belongings and Ms. Casey wrote an incident report.
- Use is up in all categories and people continue to love the library, according to their survey responses.

Treasurer's Report: Mr. Kellett reviewed the Treasurer's Report, noting that the salary increases for staff were reflected in the report and in the bill list and that the electric bill was running at about the same rate as last year. Mrs. Orfan moved to pay the new bills received from July 1 to 21, 2009, to ratify the payment of bills received and paid from June 17-30, 2009, and to accept the Treasurer's Report. Donald Buset Mrs. Orfan seconded the motion, which carried by unanimous roll call vote.

Committee Reports: Finance – Mr. Kellett discussed the audit report and its recommendations, which are relatively minor. Mr. Buset congratulated Ms. Brodsky, Mrs. English, and the Finance Committee on having received a very clean audit report. Mr. Kellett also presented the draft budget for 2010 and the revised technical plan, which will form the basis for the capital budget request to the borough. Mrs. Wallace moved to approve the revised technical plan; the motion was seconded by Mr. Buset and carried. Mrs. Wallace then moved to approve the draft budget and the capital request, in order to meet the borough's request to see them in September. Ms. Thompson seconded the motion, which carried.

Personnel, Policy, Long Range Planning, Foundation Investigation: did not meet, but Long Range Planning conducted one more interview, a very successful one, with a representative of Friends of the Shelter.

Communications: none.

Old Business: Ms. Brodsky reported that the lighting contract has been awarded and the work is still scheduled to be done in September. No changes on the status of the solar heating project.

New Business: The volunteer awards to Keiko Matsura and Bob Baker will be presented on September 15, at 4:30 pm, before the September board meeting. Ms. Brodsky reported that the requirements for full-staff defibrillator training have not been relaxed, and the board decided that we could not afford the extra burden on the staff or the expenses of the annual training programs in the present fiscal circumstances, so that we will not install a defibrillator at present.

At 6:30 pm, Mr. Buset moved that the board go into executive session to discuss personnel matters relating to staff salaries; Mr. Kellett seconded the motion, which carried. Mrs. Orfan left the meeting.

The executive session ended at 6:40 pm and Mr. Buset moved that the meeting adjourn; Ms. Thompson seconded the motion, which carried.

Respectfully submitted,

Terry Thompson, Secretary