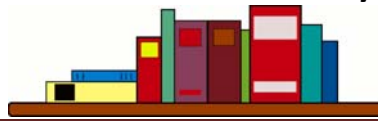


Friends of the Bernardsville Public Library Board of Directors



April 5, 2017 minutes

In attendance: Tim Coleman, Sarah Glazar, Lori Pakrul, Jamie Bertoni, Bob Baker, Daniel Lincoln, Denis Dooley, Patrice Cummings- BOT, and Shura Arnold- Library director.

President's remarks- Nancy

Participation in possible upgrade of the video and sound system- No updates

April 8 from 2 to 4 pm for a Volunteers Program in the Community Room- We will have a table if anyone wants to stop by. Soft copies of the material are attached to the minutes.

Invitations have been sent to all board members for the celebration in honor of Rosalie Baker who is retiring from the library after 36 years. April 21st 5 to 7.

Vice President's remarks- John

Foundation- HOD June 4th US Equestrian Team- Gladstone NJ: agreed to solicit \$5 from each board member to create a basket for the silent auction. Since there will be a wine pull as well, can we come up with idea for a basket (not wine)?

Remarks at Borough Council meeting- closing budget gap: John presented to the Borough Council providing a collective request of the Friends, Foundation and Board of Trustees, for the Council to revisit the budget request presented by the Library. There is a shortfall of approximately \$71,000, if not filled, will result in less hours the library would be open.

Please encourage others to attend the next meeting 4/10 7PM, and advocate for the library. In addition, any other means, such as a letter to the editor, would be welcome.

Correspondence – Maria- Absent

Recording Secretary- Katherine- Absent

Approval of meeting minutes

Treasurer's report- Bob Baker

Finance update: February and March financials presented. To date the Friends have received \$42,432 for this campaign year, including \$36,515 direct and over \$6,000 in matching gifts.

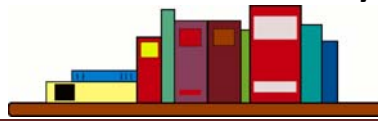
Bob also explained how the accountant was calculating the reserved funds each year. We agreed that what is calculated this year will remain the value of the reserve fund, with debits for purchases decreasing the amount. Any interest on the funds will be allocated to operating expenses.

Library Update- Shura Arnold

Furniture update- no new information.

Color copier- see proposal document attached for full details: Shura presented a revised proposal for the purchase of a color copier at a cost of \$204.48 for 36 months. The life span of the copier is

Friends of the Bernardsville Public Library Board of Directors



expected to be 6 years. This would be a capital lease if approved and applied to the Technology and Furniture line in the budget.

Dan made a motion to approve the proposal, Jamie seconded, all in attendance approved. Motion carried.

Reports by committee chairs-

Volunteer Recognition- Sarah / Lori

April National Volunteers week- Invitations were sent to approximately 120 individuals include library volunteers, staff, and members of all boards. To date, 48 individuals have indicated they are attending. We expect in excess of the 53 in attendance last year.

Next up for Volunteer Recognition is the Junior Volunteer Recognition slated for June 7th.

Programs- Dan

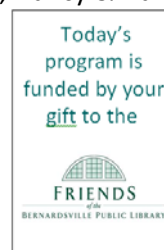
Movies: Winter? Pat, Dan, Denis, Tim- not update at this time.

April 30th next concert- The next concert is a Jazz concert which is expected to be excellent. The full band will be performing. Dan is reaching out to the band director to garner interest in the school. We would like to see some of the students in attendance. Sign up sheets were sent via email and at the meeting.

Next event for Programs will be the June 2nd senior breakfast and program.

Public Relations- Nancy

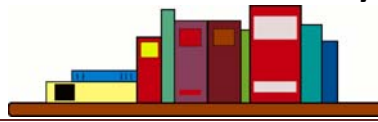
Subcommittee meeting (Bob, Denis, Shikha, Maria, Nancy & Nancy G)



- New poster –Will be used at all events
- Updated Facebook- thank you Maria
- Suggestions for improving website- thank you Nancy G
- Looking at branding for services/events/programs provided to library patrons as this is our target for the campaign.
- Follow up meeting 4/13

CDs for the housebound- Denis- following up with the VNA and will advise. We expect to be able to obtain players and CDs at the next VNA sale.

Friends of the Bernardsville Public Library Board of Directors



Fundraising-Katherine Harris- not in attendance.

Bingo - \$635 + \$31 pizza, 39 players

October event- planning needs to proceed so that we can get save the date cards out.

Campaign Subcommittee: The Subcommittee met to discuss the 2017 campaign which is slated for October. We agreed to:

- Continue with green font on cream paper
- To list the board on the left column
- To tell a story instead of using statistics
- It may be more than 1 page as recommended by the experts
- The list is being updated each with home sales in Bernardsville and Far Hills (adding to the listing as we did not specifically target Far Hills with the purchase of the listing last summer). This should keep the list current for this campaign year.

Finance- Jamie Bertoni- No additional updates.

Public Comments

Board of Trustees- Terry/Patrice- Patrice provided her perspective of the Borough Council meeting during the discussion above. No further BOT updates.

Foundation- Leslie

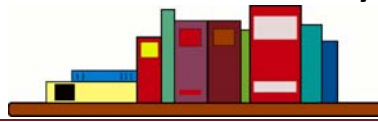
Old Business/new business

Next board of Directors meeting: May 3rd, 2017

2017 Committee Assignments/Task Forces

| National Friends | Finance | Fundraising | Nominating | Programs | PR | Volunteer |
|------------------|----------------------|--|---------------------|--------------------|---------------|---------------------------|
| Pat Carroll | Jamie Bertoni | Katherine Harris | Shikha Mayer | Dan Lincoln | Vacant | Sarah Glazar |
| Maria Myers | Bob Baker | Steve Autenrieth | Steve Autenrieth | Pat Carroll | Bob Baker | Debbie Heimerl |
| Nancy Verduin | John Bertoni | Jamie Bertoni | John Bertoni | Shikha Mayer | Denis Dooley | Denis Dooley |
| | Debbie Heimerl | Pat Carroll | | Nancy Verduin | Shikha Mayer | Roni Larini |
| Campaign | | Debbie Heimerl *Co chair- correspondence | | Maria Myers | Maria Myers | Lori Pakrul * in training |
| Jamie | | Joanne Kavanaugh | | Movie- Pat | Nancy Verduin | |
| John | | Roni Larini | | Dan | Nancy Goguen | |
| Debbie | | Nancy Verduin | | Denis | | |
| Lori | | | | Maria | | |
| Nancy | | | | Tim | | |

Friends of the Bernardsville Public Library Board of Directors



Friends of the Bernardsville Public Library Key Dates 2017

Meeting Dates: (half the room unless noted otherwise):

1/4/2017

2/1/2017

3/1/2017

4/5/2017

5/3/2017

6/7/2017-Youth Awards (whole room)

7/5/2017

8/2/2017

9/6/2017

10/4/2017

11/1/2017-annual meeting (whole room)

Concerts:

Jan. 29

April 30

Oct. 1

Dec. 10

June 2 Senior's day

National Volunteer Week celebration: April 23-29

Ice Cream Social: August TBD

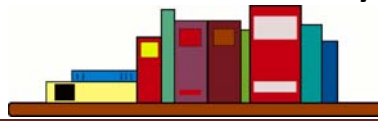
Annual Campaign: October 2016

National Friends of the Library Week: October 15-21

October Event- Bernards Inn- 10/27

Bingo- 1/20, 3/24

Friends of the Bernardsville Public Library Board of Directors



Meeting agenda topic key dates:

1. January:
 - Finalize committees
 - Donor acknowledgement letters sent
2. February
 - Fundraising committee preliminary planning
 - Volunteer committee preliminary ideas for April Volunteer Week events
 - Public Relations committee preliminary planning
3. March
 - Campaign task force preliminary planning- will get on everyone's calendar
4. April
 - Volunteer recognition event
 - Volunteer committee- Junior Recognition award planning
 - Fundraising committee 2017 plans formalized
5. May
 - Programs- Senior breakfast planning
 - Public Relations- Newsletter July/Aug
 - Friends Celebration task force initial meeting
 - Campaign Planning update
6. June
 - Junior Recognition award event
 - Senior breakfast
7. July
 - Fund raising update
 - Public Relations- Newsletter Sept/Oct
 - Friends Celebration task force plans formalized
8. August
 - Finance-Initial Budget development
 - Fund raising update
 - Develop and finalize annual letter
 - Finalize campaign details/ letter/listing
9. September
 - Finance- Preliminary Budget 2018 presented
 - Nominating committee- initial discussion officers and committee chairs for 2018
 - Public Relations- Newsletter Nov/Dec (this is the annual letter)
10. October
 - Finance- Budget 2018 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2018 finalized
11. November
 - Annual meeting
 - Budget approval
 - Committee Chair/Officers