

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
January 19, 2016**

**Attendance:** In Attendance- Frances Wood, Patrice Cummings, Skip Orza, Valerie Zanardi (arrived 5:39) Terry Thompson, the Mayor's alternate Michael dePoortere (arrived at 5:35 PM), and Richard Diegnan were present. Lucy Orfan and Mark Krook were absent. Shura Arnold, Library Director, was present. Leslie Brown-Witt from the Foundation and Nancy Verduin from the Friends were also present.

President Terry Thompson called the meeting to order at 5:31 pm and read the Open Public Meeting Notice, followed by roll call.

**State of the Library:** Ms. Thompson gave a brief overview. The "state" is good and looking up.

**Minutes:** The December 15, 2015 meeting minutes were approved without amendment.

**Board Reorganization:** The Oath of Office was signed by all returning re-appointed members. Ms. Wood presented the Nominating Committee's officer slate for the coming year. There were no further nominations and the slate was voted in by a unanimous voice vote. It was also decided that all the committee assignments will remain the same for 2016.

**Director's Report:** Ms. Arnold presented a brief overview.

**Treasurer's Report:** Ms. Thompson presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. We finished 2015 under budget on expenses and income. Ms. Cummings moved to approve the Treasurer's Report, to pay the new bills received from January 1, 2016 – January 19, 2016 and to ratify the payment of bills received and paid from December 16, 2015 – December 31, 2015. Ms. Zanardi seconded the motion, which carried by unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** Did not meet.

**Policy Committee:** Did not meet.

**Personnel Committee:** Meeting this Thursday.

**Planning:** Did not meet. Will meet in the upcoming month to review our status regarding the items in the current Strategic Plan and reopen the study of the potential re-purposing of the library.

**Communications:** None.

**Public Presentations:** Nancy reported on the upcoming Friends sponsored events. Leslie

updated the Board on the hiring of a new fundraising strategist. Also, the Foundation ended the year in solid financial condition.

**Unfinished Business:** After a review of similar libraries and the borough's 2016 Closing schedules, Mr. de Poortere made a motion to accept the previously proposed 2016 schedule with one change. The December meeting will be on the 13<sup>th</sup>, not the 20<sup>th</sup> of the month. It was seconded by Mr. Diegnan and carried by a unanimous voice vote.

**New Business:** The proposed 2016 Library Board meeting dates were reviewed and accepted. Ms. Zanardi moved to approve the proposed Resolutions, and Ms. Cummings seconded the motion. After a brief discussion regarding these resolutions an amendment was made by Ms. Zanardi to limit her motion to those resolutions appointing Ms. Arnold as the library's purchasing agent and contracting officer, appointing Nisivoccia to audit the library, appointing Peapack Gladstone Bank as the library's bank and awarding the Janitorial and Facility's Maintenance Services contract to Dublin Maintenance Contractor's, Inc. The resolutions applicable to the awarding of contracts to Baker and Taylor and Innovative Interfaces, Inc. will be reviewed next month once they have submitted their Business Entity Disclosure Certifications. The amendment and subsequent motion was carried by a unanimous voice vote.

**Executive Session:** Mr. de Poortere moved to go into executive session to discuss personnel matters. The motion was seconded by Ms. Cummings. All voted in favor. We went into Executive session at 6:33 PM.

We returned to the public session at 6:44 PM.

Mr. dePoortere moved to approve the proposed 2016 staff salary increases. Mr. Diegnan seconded the motion. The motion was approved by a unanimous roll call vote.

The meeting was adjourned by Ms. Thompson at 6:45 PM.

Respectfully Submitted,

A.Q. Orza II