

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
Approved June 16, 2015**

**Attendance:** In Attendance-, Lucy Orfan, Patrice Cummings, Skip Orza, Valerie Zanardi (arrived at 5:40 PM), Mark Krook, Kevin Sooy and his alternate, Michael dePoortere were present. Terry Thompson, Frances Wood and Richard Diegnan were absent. April Judge, Library Director, Leslie Brown-Witt from the Foundation and Roni Larini from the Friends were also present.

Vice President Patrice Cummings, called the meeting to order at 5:30 pm and read the Open Public Meeting Notice, followed by roll call.

**Minutes:** The May 19, 2015 meeting minutes were approved with one minor amendment.

**Director's Report:** Ms. Judge made note that the off premises storage units were being cleared out. The auditors review was completed in two days. Mr. Krook made a motion to accept the Director's report. Seconded by Ms. Cummings. The motion passed by unanimous voice vote.

**Treasurer's Report:** Mr. Krook presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. We continue to be under budget on the expense side. This is due to two people resigning, the timing of their replacements and a reduction in staff. He gave a brief explanation of the reserve funds and their purpose. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from June 1, 2015 – June 16, 2015 and to ratify the payment of bills received and paid from May 19, 2015 – May 31, 2015. Dr. Orfan seconded the motion, which carried by unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** At their May meeting, staffing needs were reviewed. The 2% merit increase budget was discussed for clarification. There also was a correction noted in their committee meeting minutes. The Information & Borrowers Services Assistant Manager's position will be a part time position with 25 to 28 hours/week.

**Policy Committee:** Did not meet, no pressing matters.

**Personnel Committee:** Did not meet.

**Planning:** Committee members met with representatives from the Friends and the Foundation to give an update of the space re-purposing project. There are questions of the Director that will be discussed in Executive session. .

**Communications:** We received an email from a library patron. It was very complimentary of our staff.

**Old Business:** None.

**New Business:** The gutter on the side of the building needs to be repaired.

**Public Participation or Comments:**

**Friends of the Library:** They made \$760 at their Bingo night. The next *Sundays at 3* program will be on October 11<sup>th</sup>. The next author lunch will be held on September 29<sup>th</sup> at Hamilton Farm Golf Club.

**Bernardsville Library Foundation:** Their 2015 fundraising appeal letter went out with a positive response. Checks are coming in.

**Executive Session:** Mr. Orza moved to go into executive session to discuss contract negotiations for our space re-purposing project and to review the 2015 merit increases. The motion was seconded by Mr. Krook. All voted in favor.

We returned to the public session at 6:48 PM.

**Space Re-purposing:** Ms. Cummings made a motion to engage the services of Stewart Fife of Library Interiors, Inc. to design and furnish our library space re-purposing project. It was seconded by Mr. Krook. It passed unanimously.

Ms. Zanardi made a motion to move forward with our space re-purposing project with a budget not to exceed \$325,000. The motion was seconded by Mr. Orza and passed unanimously with a roll call vote.

Ms. Judge reminded the Board that we need 7 hours of continuing educational credit to fulfill our State aid requirements.

The meeting was adjourned by Ms. Cummings at 7:02 PM.

Respectfully Submitted,

A.Q. Orza II