

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
February 17, 2015**

Approved by the Board of Trustees March 17, 2015

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

Attendance: In Attendance- President Terry Thompson, Lucy Orfan (she left the meeting at 6:18 PM), Patrice Cummings, Kevin Sooy, Michael dePoortere, Mark Krook and Skip Orza. Valerie Zanardi joined the meeting at 5:39 PM. Richard Diegnan and Frances Wood were absent. April Judge, Executive Director was also present.

State of the Library: President Thompson gave a quick description as “generally good”.

Board Reorganization: Mayor Sooy signed his oath of office.

Minutes: There were some minor corrections made to the January meeting minutes. After the corrections were made, they were accepted.

Director’s Report: Ms. Judge presented her written report. She made a presentation to the Library Foundation to ask for a \$100,000 contribution for 2015. They have committed to last year’s \$70,000 amount. If they raise more than they have budgeted, then they will further consider our request. Ms. Judge asked for a judge from the Board of Trustees for the Makers Day contest in March. Dr. Orfan volunteered. Mr. Krook moved that we accept the Director’s report. Ms. Zanardi seconded that motion. It passed unanimously in a voice vote.

Treasurer’s Report: Mr. Krook, presented the Treasurer’s Report. There was approximately a \$36,000 cash deficit due to the timing of the borough’s reimbursement that had not been received in January. \$36,000 was drawn down for the “Cash Flow reserve” funds. Otherwise, there were no unusual bills or income amounts. There were no outstanding items. Ms. Cummings noted that the “Hurricane Sandy” reserve fund needed to be renamed. Also, the library was not used as a heating center during that latest cold weather surge. After a brief discussion, Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from February 1, 2015 – February 17, 2015 and to ratify the payment of bills received and paid from January 21, 2015- January 31, 2015. Dr. Orfan seconded the motion, which carried by unanimous roll call vote.

Action on Bills: There was a resolution presented to move the Employee Resignation funds from NJ Cash Management account to our PG committed reserve account. There is approximately \$5,000 in the account. The library receives approximately \$40/year in interest by doing so. President Thompson moved to approve the resolution and it was seconded by Ms. Cummings. It unanimously passed on a voice vote.

Committee Reports:

Finance Committee: No report

Personnel Committee: No report.

Policy Committee: No report.

Long Range Planning: No report

Communications: None

Unfinished Business: None.

Public Participation or Comments:

Friends of the Library: The Friends will sponsor a BINGO night at the end of May. No beer will be served.

Bernardsville Library Foundation: No one was present from the Foundation. Ms. Cummings mentioned that the Foundation wanted to use some corporate sponsor logos in some of their fundraising mailings. This request will be revisited at the next borough council meeting. Their 2015 fundraiser (Homes of Distinction) will be held on April 12th. There was a presentation to the Foundation Board on February 3rd at which time the library asked for a \$100,000 contribution from them for 2015 and received a commitment for \$70,000. They want contact lists of possible donors from Board of Trustee members to use in their fundraising efforts.

New Business: Ms. Cummings let us know of a request she received from Matt Lapine to consider running music classes in the library's meeting room. Ms. Judge will follow up on the request.

Executive Session: A motion was made to go into Executive Session to approve our January Executive session minutes by Mr. Orza and seconded by President Thompson. The Board went into Executive Session at 6:05 PM. In that session we discussed and approved the Director's 2014 performance appraisal and salary review. Motion carried. Ms. Cummings made a motion to go out of Executive Session at 6:16 PM. The motion was seconded by Ms. Zanardi and carried.

A lengthy discussion of the draft of the 2015-2018 Strategic Plan was held. The Board reviewed each of the goals presented by the Planning Committee. The group revised several of the goals and requested that Ms. Judge add two additional ones including the writing of a technology plan as well as one about the collection and the various formats of materials that are purchased for the patrons.

Mr. Orza moved to adjourn the meeting, It was seconded by President Thompson. The meeting was adjourned at 7:33 PM.

Respectfully Submitted,

A. Q. Orza II