

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
December 19, 2017**

Attendance: In Attendance- Patrice Cummings, Terry Thompson, Lucy Orfan, Skip Orza, Valarie Zanardi, Mark Krook, and Richard Diegnan were present. The mayor and Frances Wood were absent. Shura Arnold, Library Director 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.

Minutes: The November 14, 2017 meeting minutes were approved as submitted.

Director's Report: Ms. Arnold presented an overview of her report. There was a brief discussion on the ESL program and the hiring of our Youth Services director.

Treasurer's Report: Mr. Krook presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. Our income and expenses continue to be on target. Our year end net increase will reflect a smaller number since there will be substantial computer and technology purchases and payments in December. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from December 1, 2017 – December 19, 2017 and to ratify the payment of bills received and paid from November 14, 2017 – November 30, 2017. Mr. Diegnan seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance Committee: Met and now have the 3 year budget plan in place. They plan on presenting it to the Borough Council in January.

Policy Committee: Did not meet.

Personnel Committee: Met and have prepared the final version of the Library Director's annual performance review.

Planning: Met to prepare for our request for funds available as a result of the recent state wide approval of the Library Bond initiative.

Public Presentations: The Friends of the Library are working on their next fundraising event. The Foundation recently forwarded their final \$25,000 contribution to our operating budget for 2017.

Communications: Note from a donating patron was circulated.

Old Business: None

Executive Session: Mr. Krook moved to go into Executive Session to discuss personnel matters. The motion was seconded by Ms. Cummings and carried by a unanimous voice vote. We went into Executive Session at 6:42 PM.

New Business: Ms. Cummings moved that three computer workstations be decommissioned as they are no longer needed for public service. The motion was seconded by Mr. Krook and passed by a unanimous roll call vote.

After a brief discussion, Ms. Zanardi moved to approve the 2018 wage and salary resolution. The motion was seconded by Mr. Diegnan and was approved by a unanimous roll call vote.

The meeting was adjourned by Ms. Thompson at 6:47 PM.

Respectfully Submitted,

A.Q. Orza II