

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
October 17, 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, Leslie Brown Witt from the Foundation and Nancy Verduin from the Friends were also present.

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

Minutes: The September 12, 2017 meeting minutes were approved as is.

Director's Report: Ms. Arnold presented a brief overview of her report. She asked for and received feedback regarding the timing of the Director's report. Should it be from meeting-to-meeting or monthly? The roof is still leaking.

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 expenses for computer/technology continue to be below budget. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from October 1, 2017 – October 17, 2017 and to ratify the payment of bills received and paid from September 12, 2017 – September 30, 2017. Ms. Zanardi seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance Committee: Mr. Krook and Ms. Arnold met with the Borough Administrator to review our three year budget plan.

Policy Committee: Met and reviewed our Community Room usage requirements. They recommended that the Library Director be given greater control over the approval process for who can use the room.

Dr. Orfan moved to amend the Community Room usage policy by giving the Library Director greater control over the approval process. Ms. Cummings seconded the motion, which carried by a unanimous voice vote.

Personnel Committee: Looking for input for the Library Director's annual performance review. They would like the feedback from the Trustees by November 6th.

Planning: Did not meet.

Public Presentations: The Friends upcoming fundraiser is on October 27th. They are also trying

to heighten the awareness of their activities.

The Foundation is confident that they will reach their annual fundraising goal.

Communications: There were three letters from patrons. Two were accompanied by donations.

Old Business: None.

New Business: None.

Executive Session: None.

The meeting was adjourned by Ms. Thompson at 6:17 PM.

Respectfully Submitted,

A.Q. Orza II