

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
October 16, 2018**

Attendance: In Attendance - Patrice Cummings, Terry Thompson, Lucy Orfan, Skip Orza, Valarie Zanardi, Gretchen Dempsey, Mark Krook and Richard Diegnan were present. The mayor and his alternate, Thomas O'Dea 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 5:31 pm and read the Open Public Meeting Notice, followed by roll call.

Minutes: The September 18, 2018 meeting minutes were approved as amended. There was a spelling error that needed to be corrected.

Director's Report: Ms. Arnold presented a brief overview of her report. She let us know that the library received a \$1000 donation from St. John on the Mountain Church to be used for our ESL funding.

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. That money will be spent before year end. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from October 1, 2018 – October 16, 2018 and to ratify the payment of bills received and paid from September 18, 2018 – September 30, 2018. Ms. Cummings seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance Committee: They met this past month. They began formulating the first draft of our 2019 budget. They expect our utility and building maintenance to increase in 2019.

Policy Committee: Did not meet.

Personnel Committee: Met twice already this month. Another meeting is scheduled for later this month. The subject is to finalize our sick day policy imposed by a change in state law.

Planning: Did not meet.

Public Presentations: The Friends fundraising letter is being sent out shortly. The mini golf fundraiser is gaining momentum.

Library Foundation has begun their 2019 fundraising activities.

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

Old Business: None

New Business: Mr. Orza moved that four pieces of computer equipment (listed on the agenda) be decommissioned as they are no longer needed for public service. The motion was seconded by Mr. Krook and passed by a unanimous voice vote.

Executive Session: None

The meeting was adjourned by Ms. Thompson at 6:36 PM.

Respectfully Submitted,

A.Q. Orza II