

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
July 17, 2018**

Attendance: Patrice Cummings, Gretchen Dempsey, Richard Diegnan, Mark Krook, Thomas O’Dea, Lucy Orfan and Terry Thompson were present. Skip Orza and Valerie Zanardi were absent. Also present were Shura Arnold, Library Director, and Nancy Verduin, President of the Friends.

President Terry Thompson called the meeting to order at 5:32 p.m. and read the Open Public Meetings Notice, followed by roll call and the Pledge of Allegiance.

Minutes: The June 19, 2018 minutes were approved as submitted, since they accurately reflected what occurred at the meeting. Ms. Thompson noted that she, Mrs. Cummings, Ms. Arnold and Mrs. Zanardi had had a common blackout at the June meeting, had all forgotten that the Personnel Committee actually met on May 10 and discussed the two subjects referred to in the June minutes.

Director’s Report: Ms. Arnold presented an addition to her report: in response to a question at a prior meeting about decommissioning of computer equipment, she checked with the borough, and like the library, it keeps computer equipment until the equipment is worthless. The Borough Attorney has opined that no resale or auction is necessary for such equipment if the original value was less than \$5,000.

Mrs. Cummings noted that the landscaping on the islands in the parking lot and by the dumpster needs attention. Mr. O’Dea will check with Doug Walker on this. There was also a discussion of the general misuse of the dumpster.

The library has requested an additional trash can and recycling can for the patio, but the costs for the heavy, stable ones supplied by the borough are very high. Mrs. Cummings suggested checking with the Recreation Department, which has put “corrals” around the regular blue recycling cans (county-supplied) at the pool.

Mrs. Cummings also suggested that the Friday movies be publicized via “sandwich boards”, mentioned a Facebook page for the staff’s reference, and complimented the staff on the excellent kickoff for the summer reading program.

The possibility of saving electricity costs in winter by more frequent use of the gas preheat units was discussed. Trane will be consulted; there may need to be additional training and possibly different thermostats, but some time-of-day optimization may be possible.

Treasurer’s Report: Mr. Krook presented the monthly Treasurer’s Report. There were no unusual bills or income amounts; we are pretty much on track for midway through the year. The shortfall noted in the initial checks from the Borough will be made up in the last quarter of the year.

Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from July 1 to July 17, 2018 and to ratify the payment of bills received and paid from June 20, 2018 to July 1, 2018. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: did not meet, will set up meeting shortly after Labor Day.¹

Policy: Met via telephone. Mrs. Orfan moved a change to Article IV, Section III of bylaws, to read "The president may not serve more than ~~five~~ six consecutive one year terms." This will be discussed and voted on at the next meeting.

Personnel: Met on May 10 to review the new law requiring provision of sick pay for all employees, not just full-time employees as at present. The law becomes effective on October 29, 2018, and Ms. Arnold is waiting for official guidance on implementation. The committee also recommended a change to the Personnel Manual to remove the probationary period for new employees, since all employees are at will employees. Mrs. Cummings moved this change, Mr. Krook seconded it, and the motion carried unanimously, to be effective for all hires after July 18, 2018.

Planning: Met by telephone to consider Ms. Arnold's request to work on a plan to create two additional cubicles in the Tech Services area, so that the two employees who are working there most of the time can have space to store their work and don't have to balance laptops precariously on the edges of desks. If the requisite materials and furniture cannot be found as a donation, she will approach the Friends for funding from the Blumenschine Fund. The committee moved to approve this request, and the motion carried unanimously.

Communications: None.

Public Participation: Mrs. Verduin, for the Friends, reported on various projects, including their golf outing and "Book in a Jar", a guessing contest, and their movie and concert programs.

Ms. Thompson explained that Leslie Brown-Witt was unable to be present but had sent a brief report: the Foundation is redoing the Endowment Campaign booklet with updated numbers and plans to move forward after its August meeting; their fund-raising steering committee will meet to discuss a September 2019 wine-tasting fundraiser, which will also need to be discussed with the Friends because of the calendar split. Ms. Thompson circulated the Foundation's June 2018 financial report.

Ongoing Business: Ms. Thompson mentioned that the State Library still had not issued the rules for applications under the Library Bond Act that was approved at the last general election, and said that we might want to make two applications, one for funding for the replacement roof, the second to replace the main doors, and other failing doors, with new doors that were more handicap-accessible. She asked if Mr. O'Dea would mention this to the Borough Council, so that if a quick resolution of support from the Council is required, they would be up to speed. The Bond Act requires that the municipality be committed to pay half of the cost of improvements for which bond funding is requested.

¹ Finance Committee meeting has now been set for Sept. 11, 4:45 p.m. at Library

New Business: Mrs. Cummings moved that three Dell computers, as identified in the agenda, be decommissioned as no longer needed for public service. The motion was seconded by Mr. Diegnan and approved.

The meeting was adjourned at 6:39 p.m.

Respectfully submitted,

Lucy Orfan and Terry Thompson, in Mr. Orza's absence.