

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
January 15, 2013**

**Attendance:** All members were present. Karen Brodsky, Executive Director, Bernardsville Public Library; Roni Larini, President of the Friends of the Bernardsville Public Library (“Friends”); and Jerry Fischer, Chair of the Bernardsville Library Foundation (“Foundation”), were also present.

President Donald Buset called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. and read the Open Meeting Notice, followed by the Pledge of Allegiance. Mr. Buset then delivered his annual “State of the Library” address, a copy of which was circulated to the Board and is attached to these minutes.

**Board Reorganization:**

- Maribeth Southworth, who was appointed to a new term on the Board, took the oath of office.
- Ms. Southworth presented the proposed slate of officers for 2013, as follows:

|                 |                  |
|-----------------|------------------|
| President:      | Donald Buset     |
| Vice President: | Patrice Cummings |
| Secretary:      | Terry Thompson   |
| Treasurer:      | John La Duc      |

There were no further nominations from the floor. Ms. Southworth moved approval of the slate, seconded by Peter Miller and carried with one abstention.

- Ms. Thompson moved to reappoint Karen Brodsky as the library’s Purchasing Agent, seconded by Lucy Orfan and carried unanimously.
- Mr. La Duc moved to appoint Nisivoccia LLC as the library’s auditor for 2013, seconded by John McCrossan and carried unanimously.
- Mr. La Duc moved to approve Peapack-Gladstone Bank as the library’s bank for 2013, seconded by Mr. McCrossan and carried unanimously.
- Mr. Buset said that all committees would remain the same for the present.
- Ms. Thompson moved to approve the list of 2013 meeting dates as presented in the January Board materials, seconded by Mrs. Cummings and carried unanimously.
- The Board decided to continue opening meetings with the Pledge of Allegiance.

**Treasurer’s Report and Bills** (taken out of sequence because two Board members needed to leave by 6:30)

Mr. La Duc reviewed the December and full year 2012 treasurer’s report. As had been foreshadowed at the December meeting, there was approximately \$28,000 of “underspending” vs. the final budget during the year. Approximately \$14,000 of this amount reflected the impact of Superstorm Sandy in that such amounts would have been spent if Sandy had not occurred. The balance was due to a combination of other factors. Mr. La Duc presented two versions of

the Statement of Accounts, the first showing the actual year-end results and the second reflecting (i) the creation of a “Sandy” reserve in the amount of \$14,100 and (ii) the transfer of approximately \$13,000 from available cash balances to available reserve. Mr. La Duc advised that the former would likely be spent in 2013 for expenses not reflected in the preliminary 2013 budget and the latter would likely be used as an additional source of funds to finance the library’s 2013 needs. Michael Gouldin moved to approve the Treasurer’s Report, to approve the two reserve transfers and to pay the new bills received from January 1-15, 2013, and to ratify the payment of bills received and paid from December 19-31, 2012. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote. Mr. La Duc circulated a one page analysis showing the library’s budget shortfall for the preliminary 2013 budget for a range of several scenarios of Borough and Foundation funding.

**Minutes:** The minutes of the November 2012 meeting were approved at the December 2012 meeting; the minutes of the December 18, 2012 meeting and January 7, 2013 special meeting were postponed to the February 2013 meeting.

Messrs. Gouldin and Miller left the meeting at 6:25 pm.

**Director’s Report:** Ms. Brodsky asked for questions on the Director’s Report. John McCrossan asked about the heating problems, which may have been exacerbated by Sandy; Ms. Brodsky said they were being addressed. Mr. McCrossan also inquired about library use, noting that overall library use had increased when virtual use and actual visits are combined. Mrs. Cummings asked about the inventory; Ms. Brodsky explained that we had lost some library assets during Sandy, when people were taking books out without their being checked out, and that an inventory had not been performed in many years.

Ms. Southworth moved to amend the opening schedule to open at 1:30 on April 26<sup>th</sup>, for staff training in the morning. Ms. Thompson seconded the motion, which carried.

Ms. Thompson moved the resolutions awarding contracts without open bidding to Baker & Taylor for books, GIS Information Systems for support of the Polaris integrated library system, and Dublin Maintenance Contractors for janitorial and facility maintenance services, as set forth in Appendix F to the January Board materials. Mr. La Duc seconded the motion, which carried unanimously.

**Committee Reports:** none

**Public Participation:**

For the Foundation, Jerry Fischer said that the new committee chairs would be: Leslie Witt, Fund-raising; JT Thomas, Finance; Eva Bostek-Brady and Neill Johnson, Membership and Nominating; Jim Costello, Operations; and Maud Thiebaud, Publicity. He also said that there were five prospects for Foundation trustees, to be elected in February: Jim Baxter, Ed English, Paula Marasco, Mariel O’Brien and Jennifer Van Beveren. He commented that the Foundation had raised \$140,000 in its first two years, about \$32,000 for the endowment fund, most of which will be unrestricted, and that planning for Homes of Distinction is ongoing.

For the Friends, Mrs. Larini said that the fund drive plus the Moyers event had given them a successful year, thanked all the donors and supporters, and noted a “Sundays at 3” concert coming up on January 27.

**Communications:** Mr. Bursset noted that representatives of the Foundation, Friends and Board would meet on Monday, January 21 at the library, to discuss coordinating calendars and publicity, and other items.

**Unfinished Business:** Mrs. Cummings asked about coordinating publicity; Ms. Brodsky will work with the support groups. Ms. Thompson said that she had shared our nomination of Ms. Brodsky for the I Love My Librarian award with Ms. Brodsky, since it apparently did not come from the ALA; Ms. Brodsky expressed her pleasure in the nomination.

At 6:55 p.m., Ms. Southworth moved to go into executive committee, seconded by Mrs. Cummings and carried. At 7:00 pm, the meeting returned to public session; Ms. Thompson moved to adjourn, seconded by Ms. Southworth and carried.

Respectfully submitted,

Terry A. Thompson, Secretary