

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
October 18, 2011**

Attendance: Maribeth Southworth was absent and John McCrossan arrived at 5:35 pm. Karen Brodsky, Executive Director, Bernardsville Public Library (BPL); John Deibert, President, Friends of the BPL; Howard Lemberg, Chair, Bernardsville Library Foundation; and Ed Landis, Jerry Fischer, Neill Johnson and Maud Thiebaud, Foundation board members, were also present.

President Donald Burset called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. Patrice Cummings led the Pledge of Allegiance. Mr. Burset read the Open Meeting Notice. Secretary Terry Thompson called the roll.

Minutes: John La Duc moved to approve the minutes of the September 20, 2011 Board meeting as submitted. Patrice Cummings seconded the motion, which carried.

Director’s Report: Ms. Brodsky presented highlights and additions to her written report, as follows:

- Circulation statistics show variances from month to month and are somewhat questionable for trends.
- The deadline for health insurance changes has been extended.
- There is a Morris-Union Federation meeting on November 9 at 4 pm at the Long Hill Township Library.
- Ms. Brodsky is considering some new letterhead and logo ideas. She inquired about individual business cards for trustees.
- The switch to Comcast took place with no problems.
- The backup server failed recently; we may switch to a backup service in the “cloud”.
- Ms. Brodsky reported on the Sustainable Energy purchasing coalition to which the borough belongs. She will gather more information and we will decide in November.
- Bob Baker, a member of the Friends board, has suggested a further meeting with the county engineers to revisit the solar energy issues. After discussion, we decided not to accept the offer at this time but to keep it in mind should a similar opportunity arise.
- The Collection Advisory Board concept was approved without change.

Treasurer’s Report: Mr. La Duc offered a “first look” at 2012 budget issues. Mr. McCrossan mentioned that the borough could have additional expenses in 2012 if several long-term employees decide to retire; the expense involved could potentially amount to approximately half the cap unless there are savings in other expenses to offset this one-time expense. Mr. La Duc also said that he, Mike Gouldin and Donald Burset had met with the three initial Foundation trustees the previous week and presented the same “first look” to them. Mr. Burset said he was shifting the agenda to hear from the Friends and Foundation now.

Public Session: John Deibert commented that the Friends were about half-way to their goal and approximately at last year’s level in their fund drive response, and said they had approached every member of every municipal board and committee. Mr. Lemberg asked if there was a telephone follow-up with people who had been regular givers. Mr. Deibert said they would consider that. He also said that the Friends are moving ahead on the MOU. Howard Lemberg, for the Foundation, said that he found Mr. La Duc’s presentation impressive and had invited

other board members to this meeting to hear it. He invited Mr. La Duc to give the presentation at the next Foundation board meeting (on November 1), and Mr. La Duc accepted the offer. Mr. Lemberg discussed several Foundation committee meetings, including Fundraising, Event, Membership and Finance committees. Mr. McCrossan asked if Mr. La Duc would also give the presentation to the Mayor and Borough Council, and Mr. La Duc agreed.

Treasurer's Report, continued: Mr. La Duc pointed out some year-end savings opportunities, and said that he, Ms. Brodsky and Madelyn English would continue to monitor and to capture those available; the total is expected to be in the \$5,000-\$10,000 range. Ms. Thompson moved to approve the Treasurer's Report, to pay the new bills received from October 1-18, 2011 and to ratify the payment of bills received and paid from September 21-30, 2011. Patrice Cummings seconded the motion, which carried by unanimous roll call vote.

Peter Miller left the meeting at 6:50 pm.

Committee Reports: Mr. Burset announced some changes in committee and liaison assignments. Mr. La Duc will replace Mike Gouldin as liaison to the Foundation. Mr. Gouldin will replace Ms. Thompson as chair of the Long Range Planning Committee. Ms. Thompson is appointed to the Personnel Committee and will chair it. Ms. Southworth will serve on the Policy Committee, and Mrs. Orfan will chair the Policy Committee.

Finance: reported as part of the Treasurer's report.

Long-Range Planning: Mr. Gouldin and Ms. Brodsky are attending two workshops to get going on the next Long Range Plan, and the Board retreat previously announced will not take place.

Personnel and Policy: No meetings; Policy will meet on October 27 at 10 am at the library.

Communications: None.

Unfinished Business: Mr. Burset discussed the request made at the last meeting to inform the community through a press release or letter to the editor about the circumstances of the solar panel decision, saying that it now seemed a better idea not to raise an issue that didn't need to be raised. We decided to have a fact sheet available at the front desk: Mr. La Duc and Mrs. Orfan will work on that.

New Business: Mr. Burset mentioned his belief in the need for trustee continuing education. Ms. Thompson introduced a resolution to approve the staff compensation that had been voted during the year; Mr. Burset seconded the motion, which carried by a unanimous roll call vote.

The Board agreeing to postpone consideration of the September executive session minutes until the November meeting, at 7:25 Mrs. Orfan moved to adjourn the meeting. Mr. Gouldin seconded the motion, which carried.

Respectfully submitted,

Terry A. Thompson. Secretary