

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
May 15, 2012**

Attendance: All trustees were present. Karen Brodsky, Executive Director, Bernardsville Public Library (“BPL”); Roni Larini, President, Friends of the BPL (“Friends”); and Ed Landis, Secretary and a trustee of the Bernardsville Library Foundation (“Foundation”), were also present.

President Donald Burset 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. Secretary Terry Thompson called the roll.

Minutes: John La Duc moved approval of the minutes of the April 17, 2012, Board meeting as submitted. Michael Gouldin seconded the motion, which carried.¹

Director’s Report: Ms. Brodsky discussed the following points from her report during the meeting:

- Ms. Brodsky suggested that she investigate using the usable room in the Dunster House for additional meeting space, comparable to that offered by the small meeting room. After discussion, the Board agreed that she work with the Borough and perhaps its Historic Preservation Advisory Committee.
- With respect to the Strategic Plan – Action Plan Status Report in the Board meeting materials, Ms. Brodsky noted that Lia Carruthers may have located a search tool for digitized local materials and a source for digitizing, and that Ms. Brodsky is talking to other local libraries about sharing costs for such activities.
- The CERT training has proven more demanding than expected, but all department heads and Ms. Brodsky have almost completed it. The question whether the library should have a defibrillator has been raised during the training sessions, and there is a possibility of a Borough unit being provided for library use. Ms. Brodsky will explore this further, looking for solutions to the insurance issues that have prevented the prior installation of a defibrillator.
- The Friends have the right to use Google’s apps for non-profits and have generously transferred their right to the library, saving \$800 a year. Many thanks!
- There was a discussion of continuing the 9/11 memorial past the tenth anniversary, led by Maribeth Southworth and Ms. Brodsky. The consensus of the Board was to continue.
- Ms. Brodsky and Madelyn English, who is administering the Cafeteria Plan/flexible spending accounts, would like a separate bank account for that purpose, which will incur no account costs. The Board had no objection and the Treasurer and Secretary signed the appropriate forms.
- Ms. Brodsky and Patrice Cummings, who attended the award ceremony when the Local History committee received an award from the Somerset County Cultural and Heritage

¹ See “Public Participation” for a correction in a date in the March minutes, which has been made,

Commission, described the event. Mr. Buset and Lucy Orfan commented on the Morris-Union Federation meeting and dinner, which took place on the same night as the SSCHC event.

Treasurer's Report, Bills and Finance Committee Report: John La Duc presented the Treasurer's Report, the bills and the Finance Committee report.

- He reported that, at its April 23, 2012 meeting, the Borough Council approved a final 2012 budget that provided \$897,085 of funding to the library, the same amount provided by the Borough in both 2010 and 2011. He further reported that, at this level of funding, the Borough's 2012 contribution to the library would be approximately \$77,000 above the statutory minimum. Lastly Mr. La Duc noted that the Borough will also provide the library with an additional \$18,000 of funding in 2012 by absorbing that amount of the library's electricity costs. John McCrossan noted that the specific idea to fund part of the electric bill came from Ralph Maresca. Mr. La Duc and the entire Board thanked Mr. McCrossan, Mr. Maresca, the Borough Council Finance Committee and the Borough Council for their support for the library. Ms. Brodsky and Mr. Buset will write to Mr. Maresca separately to thank him for his input and help.
- Mr. La Duc asked that the Board's Finance Committee meet before the end of May to finalize the library's 2012 budget; the meeting was set for May 24 at 3:30 pm in the library.
- Mr. La Duc said that 2013 will likely be another financial challenge and reminded that we will be drawing down reserves again this year and that they must be replenished somehow.

Ms. Thompson moved to approve the Treasurer's Report, to accept the Finance Committee report, to pay the new bills received from May 1-15, 2012 and to ratify the payment of bills received and paid from April 18-30. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: included with the Treasurer's Report.

Personnel: no report as meeting was not possible, but will discuss in executive session.

Policy: no report, but will schedule meeting and report in June (Gift Recognition, perhaps Local History issue).

Long-Range Planning: No meeting; the committee plans to meet only every 6 months if there are no pressing issues. Ms. Brodsky presented a few editorial changes to the Strategic Plan proposed by Mrs. Orfan and provided in the Board meeting materials; they were accepted with one revision.

Contingency Planning: Did not meet.

Communications: Mr. Buset circulated letters of thanks for contributions to the library from AAUW, the Southworth-Huff Charitable Foundation, and Joan Russo and Donald Buset. He also circulated a note of thanks from Elizabeth Knudsen to the library and those who arranged and provided refreshments for the reception in memory of Donald Knudsen on May 12 in the Community Room and a copy of the spring Newsletter of the Resource Center of Somerset,

noting the Resource Center had recognized Ms. Thompson for her volunteer activities.

New Business: Mr. Burset reminded the Board about the Trustee Institute on June 2 and the NJLA workshop, "*Keeping the Vision While Keeping the Lights On*", on May 23.

Public Participation: Mr. Landis received the Board's grateful appreciation for the advance payment of \$33,000 on the Foundation's pledge for 2012, as voted at the last Foundation board meeting. He agreed with Mr. La Duc that it is not too early to talk about next year, which will be another challenging budget year. The *Homes of Distinction* event did better than had been predicted, perhaps due to the great publicity article that ran in the *Bernardsville News* and apparently led to last-minute attendees. Mrs. Cummings commented on how very much she had enjoyed being at the Vinnicombe home, the former residence of Tommy Dorsey, as did Mr. Gouldin.

Mr. Miller left the meeting at 6:35.

Mrs. Larini said that the Friends would host their annual Volunteer Lunch starting at 11 am on May 18 at the La Duc home. The reception for students who had provided community service to the library was very successful; Mr. Burset and Mrs. Cummings agreed strongly, commenting on the numbers of students that had exceeded the minimum of 10 hours – 26 in total including one who gave 113 hours. Sunday is Bernardsville's Street Fair; the Friends have a booth with "mystery craft bags" for children, put together by Lia Carruthers and volunteers, a jelly bean jar for guesses, and other items. On June 8 the Friends will sponsor their annual Seniors' Day, with breakfast and entertainment at the library, this year a concert of vaudeville songs. The Friends are planning two fund-raisers in the fall, an author luncheon with a New Jersey author, and a presentation by Bill Moyers.

Mrs. Larini also pointed out a typo in the March minutes; the jazz concert was April 29, not April 2.

Mrs. Cummings asked if Board members were attending the Volunteer Luncheon, and it appeared that most of the Board had not received the Evite. Mrs. Orfan commented that she had also not received the Foundation's fund-raising letter or an invitation to *Homes of Distinction*. Mrs. Larini said the Evite would be resent.

At 6:42, Mrs. Cummings moved to go into executive session to discuss personnel issues; Mr. La Duc seconded the motion, which carried. Mrs. Larini and Mr. Landis left the meeting.

Ms. Brodsky described a contretemps that had occurred between her and the Director of the Somerset County Library; the Board discussed it briefly.

Ms. Brodsky then presented the draft of staff compensation increases she had prepared for the Personnel Committee. The Board discussed the draft.

Ms. Thompson asked Ms. Brodsky to leave the meeting but to be prepared to return. The Board then discussed a possible compensation increase for Ms. Brodsky and a draft of Ms. Brodsky's performance review.

At 7:15, Ms. Thompson moved to return to public session; seconded by Ms. Southworth and carried. Mr. Gouldin left the meeting and Ms. Brodsky returned.

Ms. Thompson offered the following resolution:

Resolved, that the staff salaries listed on the attached sheet granting a 2% increase to staff members other than Karen Brodsky and Madelyn English be approved; that the salary change for Madelyn English, consisting of a 2% increase and a 3% adjustment due to increased workload and responsibilities be approved; and that a 3% increase for Karen Brodsky, due to outstanding performance, be approved. Mrs. Cummings seconded the resolution, which was approved by unanimous roll call vote.

At 7:20, Mr. McCrossan moved to return to executive session to discuss further the issue involving the County Library director, seconded by Mr. La Duc and carried. At 7:29, Mr. McCrossan moved to return to public session and to adjourn, seconded by Mr. La Duc and carried.

Respectfully submitted,

Terry A. Thompson, Secretary