

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
June 19, 2012**

Attendance: All trustees were present except Pete Miller and Terry Thompson. Karen Brodsky, Executive Director, Bernardsville Public Library (“BPL”); Janet Murnick, Vice President, and Elizabeth Faulkner, Recording Secretary, of the Friends of the BPL (“Friends”); and Howard Lemberg, Chair, and Ed Landis, Secretary, 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. Acting Secretary John La Duc called the roll.

Minutes: The minutes of the May 15, 2012, Board meeting were discussed and certain changes were proposed. Approval of these minutes was deferred to a subsequent meeting.

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

- Ms. Brodsky noted the library’s CERT team was activated by the Borough’s Office of Emergency Management on June 7th in response to an emergency situation. The team performed with distinction. Mr. Burset expressed the appreciation of the full Board for the efforts of the CERT team that went above and beyond the call of normal duties.
- Ms. Brodsky advised the Board nominations had been received for Library Volunteer of the Year. Discussion ensued after which the Board approved the recommendation of the Library Staff: a joint award to Andrea Mastrobattista for her work on the “University of Can Do” and other inspirational programs and to Fauzia Burke for her work on the Splendid Life Meditation program. A date of Sunday, Sept. 23, 2012 was suggested for the annual award program. Ms. Brodsky will coordinate a mutually acceptable date with the recipients of this award.
- Ms. Brodsky also advised the Board of a bill (A 3022) that had recently been introduced into the NJ Assembly (no companion bill has been introduced in the NJ Senate). This bill would require internet service providers to maintain detailed records of internet usage for a rolling twelve-month period. Mr. Burset asked Ms. Brodsky to distribute a copy of the bill to all members of the Board and asked the Board members to review it prior to the July Board meeting.

Treasurer’s Report, Bills and Finance Committee Report:

- Mr. La Duc presented the May 2012 Treasurer’s Report and the bills report together with some limited comments.
- Mr. La Duc also presented the proposed final 2012 Library budget. Mr. La Duc noted that the proposed final budget incorporated the final decisions by the Borough Council regarding the Borough’s financial support of the Library in 2012. The final budget also incorporated an assumed 2012 donation of \$65,000 (of which \$33,000 has already been

received) from Bernardsville Library Foundation. Lastly, the proposed final budget incorporated the latest information and estimates regarding the Library's 2012 expenses. Mr. La Duc further noted that the proposed final budget had been reviewed at a meeting of the Finance Committee on May 24, 2012 and that the Finance Committee recommended the proposed final budget for approval by the full Board.

- Mr. La Duc concluded by saying the Library's finances appeared to be in good order for 2012, but as noted at previous meetings, 2013 will likely be a challenging year for the Library's finances.

Mr. McCrossan moved to approve the Treasurer's Report, to accept the Finance Committee report and to approve the proposed final 2012 budget, to pay the new bills received from June 1-19, 2012 and to ratify the payment of bills received and paid from May 16-31, 2012. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: included with the Treasurer's Report.

Personnel: no meeting. Reported completion of executive director's annual review.

Policy: no report, but will schedule meeting and report in July

Long-Range Planning: No meeting; the committee and Ms. Brodsky continue to update the recently-completed strategic plan

Contingency Planning: Did not meet. However, Mr. Burset requested that this committee hold a meeting in the not-too-distant future.

Communications: Mr. Burset circulated a letter from Arthur Snyder III which thanked the Library's local history department for assistance in providing historical information on his parents' Bernardsville home. In appreciation for this information which he believed would facilitate the possible sale of such home, Mr. Snyder made a \$1,000 donation to the local history department of the Library. Mr. Burset also circulated (i) a letter of appreciation from Mr. Burset and Ms. Brodsky to Ralph Maresca, the Borough Administrator, thanking him for his support of the Library and (ii) a letter from Mr. Maresca expressing appreciation for the aforementioned letter.

Unfinished Business: None.

New Business: None.

Public Participation:

Mrs. Murnick said that the Friends had held a number of events during the past month including: (i) the annual luncheon for Library staff and volunteers which was attended by approximately 50 people, (ii) a booth at the Bernardsville street fair during which approximately 75 people stopped by and youth "mystery bags" were distributed and (iii) the annual Seniors' Day breakfast which was attended by approximately 31 people. Mrs. Murnick noted the attendance at the latter event was smaller than normal due to a conflicting event being held by AARP at the same time. The AARP's 2013 meeting calendar has been obtained so that this conflict can be avoided next year.

Mrs. Murnick also reported that the Friends would be holding an event featuring Bill Moyers on Friday, Oct. 26, 2012, the details of which are yet to be finalized. Mr. Burset congratulated the Friends on another terrific luncheon, thanked them for doing so each year and expressed the Library's continuing appreciation for the support of the Friends.

Mr. Lemberg reported that the Foundation's letter campaign had achieved 98% of its fund-raising target. Mr. Lemberg also reported that the Foundation had held its initial small event at the home of Jerry and Fran Fischer. Although the actual attendance was low, the contacts established during the planning process appeared promising. Several similar events are in the planning process. The Foundation expected to have a better idea of its 2012 fund-raising and the amount of its 2012 donation to the Library by September or October. Mr. Burset thanked the Foundation for its initial donation of \$33,000 and for its continuing efforts to meet the Foundation's commitment to use its best efforts to donate at least \$65,000 to the Library during 2012.

At 6:10 p.m., Mrs. Cummings moved to go into executive session to discuss a personnel matter; Mrs. Orfan seconded the motion, which carried. Mrs. Murnick, Ms. Faulkner, Mr. Lemberg and Mr. Landis left the meeting.

At 6:15 p.m., Mrs. Cummings moved to return to public session; seconded by Mr. Gouldin and carried.

The Board then held a short discussion regarding library financial planning for the balance of 2012 and subsequent years.

At 6:25 p.m., Mrs. Cummings moved to adjourn the meeting; seconded by Mr. Gouldin and carried.

Respectfully submitted,

John T. La Duc, Acting Secretary