

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
July 17, 2012**

Attendance: All trustees were present except John McCrossan and Maribeth Southworth. Karen Brodsky, Executive Director, Bernardsville Public Library (“BPL”); Roni Larini, President of the Friends of the BPL (“Friends”); and Howard Lemberg, Chair 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: Ms. Thompson moved approval of the minutes of the May 15, 2012 Board meeting as amended, seconded by John La Duc and carried. Mr. La Duc moved approval of the minutes of the June 19, 2012 Board meeting, seconded by Lucy Orfan and carried (Peter Miller and Ms. Thompson abstained). Ms. Thompson thanked Mr. La Duc for taking the June minutes.

Director’s Report: Ms. Brodsky mentioned some additions to and highlights from her written report and responded to questions as follows:

- **Strategic Plan:** In addition to the Technical Advisory Team and the Collection Advisory Team, the library has formed a Public Relations Advisory Team, with Madelyn English as chair. Sandy Noble, who has previously worked with Ms. Brodsky on a state-wide library awareness project, and Theo Arenson, who shared some Foundation suggestions, will work with Mrs. English.
- Margaret Harvey is working with Ms. Brodsky as a volunteer on administrative and development matters, and her help is very welcome.
- The Somerset County facilities work agreement is proceeding on target and will be reviewed at the August Board meeting (Item 5-8 in Strategic Plan update in Board package).
- Chieko McClester has resigned as a Readers’ Service Assistant effective July 26, but will fill in when possible until she is replaced.
- Ms. Brodsky complimented Lia Carruthers on her assistance with the Youth Services summer position for Skye Gavurnik. Ms. Gavurnik is the youth volunteer recently recognized by the Friends as having given more than 100 hours to the library.
- After looking for a 457 plan (tax-deferred contribution plan similar to an IRA but for state, local government employees) expert at several sources, Ms. Brodsky was referred to Board member Mike Gouldin, and is seeking his advice.
- Mr. Burset asked for more information on the “patron disruption” mentioned in Ms. Brodsky’s report, which was provided. Ms. Brodsky said that the Board’s policies had covered all the situations presented.
- The Trustee Academy material in the Board package requires no action.

Treasurer's Report and Bills:

Mr. La Duc presented the June 2012 Treasurer's Report and the bills report together with some limited comments. He called attention to the changes in "Electricity" due to participation in NJSEM's joint purchasing agreement and the Borough's contribution to electric costs. Ms. Thompson moved to approve the Treasurer's Report, to pay the new bills received from July 1-17, 2012, and to ratify the payment of bills received and paid from June 20-30, 2012. Patrice Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance, Personnel, Long-Range Planning, and Contingency Planning: did not meet.

Policy: Mrs. Orfan explained and moved the Policy Committee's recommendations for action:

1. To nullify the "Wall of Honor" portion of the Gift Recognition Policy temporarily, to remove the current listing as incomplete and out of date, and to consult with both the Foundation and the Friends at their next board meetings about a recognition plan that would include donations to the library, the Foundation and the Friends on a calendar year basis and would include a donor's contributions to all three entities in recognizing his or her level of giving. Ms. Thompson seconded the motion, which carried. Mr. Burset asked Mrs. Larini and Mr. Lemberg if their boards would be receptive to such a consultation; both responded favorably.
2. The Vacation Policy for Part-Time staff currently entitles them to accrue the pro-rated equivalent of a week's vacation per year no matter how many years they have been employed. Mrs. Orfan moved to change the policy as follows: Part-time employees are entitled to accrue the pro-rated equivalent of 1 week of vacation after six months of continuous employment; two weeks after two years of continuous employment; and three weeks after five years of continuous employment. Mr. La Duc seconded the motion, noting that Ms. Brodsky had estimated this would cost about \$500 per year. The motion carried unanimously.
3. The Policy Committee will have a firm recommendation in August on use of images in the custody of the library in the Local History Collection, pending review by the Borough Attorney.

Communications: Mr. Burset circulated a note from Ms. Brodsky thanking him for a non-public recognition of her tenth anniversary.

Unfinished Business: None.

New Business: Mrs. Cummings suggested a rearrangement of the tables for Board meetings, to make it easier for the public to hear. There were no objections.

Public Participation:

Mr. Lemberg said he had no report, but that two small events were planned for the fall.

Mrs. Larini said that the Friends had cancelled their planned Author Luncheon fundraiser but would have the author as a Sunday afternoon speaker instead, and were focusing on the Bill Moyers speech (Friday evening, October 26th, at Dolce.)

Mrs. Cummings asked if the Friends had considered the PAC for the Moyers event; Mrs. Larini said that it was bigger than their expected audience, and that they wanted to serve wine beforehand. Mrs. Cummings then reviewed a number of points that had come up at the last Foundation board meeting, including their interest in the Strategic Plan and having it and a Board member both available for their small events. The Board agreed to both. There was a brief discussion of the Foundation's mailing list and of ways to keep potential donors involved, including customer relationship management software. If Board members have names to suggest for the Foundation's mailing list, they should send them to Mr. Lemberg.

At 6:55 p.m., Mr. La Duc moved to adjourn the meeting; seconded by Mr. Miller and carried.

Respectfully submitted,

Terry A. Thompson, Secretary