

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
September 18, 2012**

**Attendance:** John McCrossan, Peter Miller and Maribeth Southworth were absent. Karen Brodsky, Executive Director, Bernardsville Public Library (“BPL”), Roni Larini, President of the Friends of the Bernardsville Public Library, and Edwin Landis, Secretary of the Bernardsville Library 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.

**Minutes:** Terry Thompson noted a correction to the “New Business” section of the August minutes. Ms. Thompson moved the minutes as amended, seconded by Patrice Cummings and carried.

**Treasurer’s Report, part 1:** Mrs. Cummings moved to pay the new bills received from September 1-18, 2012 and to ratify the payment of bills received and paid from August 22-31, 2012. Ms. Thompson seconded the motion, which carried by unanimous roll call vote.

**Director’s Report:** Ms. Brodsky highlighted the following:

- She is working on some joint projects with the borough Recreation Department to see how receptive the community is to such a partnership for fee-based activities.
- Staffing: having Margaret Harvey doing some administrative tasks is working out very well. Ms. Brodsky requested two changes to the Personnel Manual: first, to change one of Madelyn English’s titles to Business Administrator. John La Duc moved this change, seconded by Ms. Thompson and carried. The second request was to create a position description for an Administrative Assistant; Ms. Brodsky presented a rough draft of such a description. Mr. La Duc moved the Administrative Assistant description, seconded by Mrs. Cummings and carried.
- Chief Valentine is working on a FEMA grant to provide an emergency generator for the library.

Board issues:

- Renewal of the flexible spending account contract at year end; Ms. Brodsky suggested raising the limit to \$2500 per participant. There was a discussion of returning unused portions to employees at year end. Mr. La Duc moved to raise the limit, seconded by Mrs. Cummings and carried.

At this point, Mr. Burset asked Ms. Brodsky to continue later, as Mr. Landis had to leave the meeting shortly.

**Public Participation:**

Mr. Landis, for the Foundation, reported that he sees no difficulty with this year’s commitment of \$65,000. He mentioned the “challenge grant” of \$4,000 to match gifts of \$500 or more made on or after September 21 on a one-for-two basis (that is, a gift of \$1000 would receive a \$500 match) and that a second challenge grant would be announced at Friday’s “small event.” He

assured that Foundation members and Board members would not outnumber the guests at the event. Mr. Landis left the meeting.

Mrs. Larini, for the Friends, reported that the ice cream social had been attended by 129 people, and that the invitations had been mailed for the Bill Moyers event. Their annual letter will go out in mid-October.

#### **Director's Report, cont'd**

- Closing schedule for 2013: after discussion of opening for part of New Year's Eve day, Mr. La Duc moved the schedule as presented, including being closed on Good Friday and New Year's Eve. Mike Gouldin seconded the motion, which carried.
- Ms. Brodsky asked the Board to approve a certificate thanking Bob Baker for the many tasks he performs as a volunteer, and specifically (this time) his repair of the fish tank. Mr. Burset moved approval, seconded by Mrs. Cummings and carried.
- The Board thanked Lia Carruthers for her preparation of the early childhood learning materials, and Rosalie Baker, for preparing the usage reports that would otherwise cost the library at least \$500. Our hats are off to them both.

#### **Treasurer's Report and Finance Committee report, cont'd**

Mr. La Duc discussed the Treasurer's Report briefly, noting that, as usual, income is higher than budget and expenses lower, but that is because the expenses are back loaded, with three pay periods in December and the catalog system annual maintenance bill, also in December. Ms. Thompson moved to accept the Treasurer's Report, seconded by Mrs. Cummings and carried. Mr. La Duc then presented the initial draft budget and asked for direction on sharing it with the borough. The Board concurred in sending it to Ralph Maresca and the borough's Finance Committee, along with the three Board members who are not at today's meeting. Mr. Burset will send a note to Howard Lemberg.

#### **Committee Reports:**

**Contingency Planning, Long Range Planning, Personnel, and Policy:** Did not meet, Lucy Orfan will set up a Policy meeting on the cell phone use questions.

**Communications:** Ms. Brodsky reported that the Crater exhibit had so far resulted in \$600 in sales; she circulated a thank-you from the VFW for the flag in Basking Ridge.

**Unfinished Business:** Mrs. Larini said that she wanted to mention that Bill Moyers had asked for information on what he could do to help the library, and that he would address library needs at the event. The Board expressed its pleasure at this news.

At 7:15 p.m., Mrs. Orfan moved to adjourn the meeting; seconded by Mr. Gouldin and carried.

Respectfully submitted,

Terry A. Thompson, Secretary