

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
November 15, 2016**

**Attendance:** In Attendance - Patrice Cummings, Terry Thompson, Lucy Orfan, Skip Orza, Valarie Zanardi, Mark Krook, Frances Wood and Richard Diegnan were present. The mayor was absent. Shura Arnold, Library Director and Leslie Brown Witt from the Foundation were also present.

President Terry Thompson called the meeting to order at 5:33 pm and read the Open Public Meeting Notice, followed by the roll call.

**Minutes:** The October 18, 2016 meeting minutes were approved as submitted.

**Director's Report:** Ms. Arnold presented a brief overview of her report.

**Treasurer's Report:** Mr. Krook presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. Our income and expenses continue to be on target. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from November 1, 2016 – November 15, 2016 and to ratify the payment of bills received and paid from October 18, 2016 – October 31, 2016. Ms. Cummings seconded the motion, which carried by a unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** Met this past month and created their 1<sup>st</sup> draft of the 2017 budget. They will meet one more time to review that draft and propose their final version at the December Board meeting.

**Policy Committee:** Did not meet.

**Personnel Committee:** Met and created the latest version of the 2017 Holiday schedule. There was a brief discussion followed by some questions and answers.

**Planning:** Met earlier this afternoon. The Friends of the Library had previously requested guidance from the Board as to when we anticipated using The Blumenshine Trust funds for Library capital expenditures. After a brief discussion, it was agreed to let them know that \$25,000 cash or cash equivalents would cover our needs in 2017. We also proposed that we request \$25,000 from the Borough for each of the next 4 years to replace the carpeting on the main floor. Most of it is over 10 years old and beginning to show typical wear and tear.

**Public Presentations:** The Library Board made note of all the years of Janet Murnick's service on the Board of the Friends of the Library.

The Foundation reported receiving a \$15,000 gift in memory of Garrett Frawley. The Frawley family will also be donating a tree to replace one outside the building that has died. The Foundation is moving forward with their endowment campaign.

**Communications:** Ms. Thompson received an email from a new trustee of the library in Randolph, asking for some guidance and advice.

**Old Business:** As noted above, after a brief discussion, Ms. Zanardi moved to amend the personnel manual to include our new Holiday guidelines as proposed by the Personal Committee. The motion was seconded by Mr. Diegnan and passed by unanimous voice vote.

**New Business:** There was a discussion regarding reappointment of our auditor. It was agreed that we will keep Nisivoccia, LLP to conduct the 2016 audit at a cost of \$3,120.

It was also agreed to accept the three paintings donated by Sam Bleecker.

In addition, the Library's draft review of the Library Executive Director will be distributed shortly and reviewed by the Board members. Comments are needed back by December 5<sup>th</sup>.

**Executive Session:** None

The meeting was adjourned by Ms. Thompson at 6:58 PM.

Respectfully Submitted,

A.Q. Orza II