

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
November 14, 2017**

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

President Terry Thompson called the meeting to order at 5:30 pm and read the Open Public Meeting Notice, followed by the roll call.

Minutes: The October 17, 2017 meeting minutes were approved with a minor spelling amendment.

Director's Report: Ms. Arnold presented a brief overview of her report. There was a brief discussion on the ESL program. The roof is leaking in new places and the next step may be remediation.

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, 2017 – November 14, 2017 and to ratify the payment of bills received and paid from October 17, 2017 – October 31, 2017. Mr. Diegnan seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance Committee: Did not meet.

Policy Committee: Did not meet.

Personnel Committee: Met and started the Director's annual performance review.

Planning: Did not meet.

Public Presentations: The Friends of the Library raised \$7,000 at their Fall Bash. Their annual campaign solicitation letter has been mailed.
The Foundation reported total assets of close to \$400,000 including the Endowment Fund.

Communications: None

Old Business: None

New Business: After a brief discussion, Ms. Cummings moved to approve our 2018 Holiday Closing dates and 2018 Board of Trustees meeting schedule. The motion was seconded by Ms. Zanardi and passed by unanimous voice vote.

Executive Session: Ms. Cummings moved to go into Executive Session to discuss personnel matters. The motion was seconded by Mr. Krook and carried by a unanimous voice vote. We went into Executive Session at 6:07 PM.

The meeting was adjourned by Ms. Thompson at 6:55 PM.

Respectfully Submitted,

A.Q. Orza II