

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
October 18, 2016**

Attendance: In Attendance - Patrice Cummings, Terry Thompson, Lucy Orfan, Skip Orza, Valarie Zanardi (arrived at 6:20), the mayor's alternate, Michael De Poortere and Richard Diegnan were present. Mark Krook and Frances Wood were absent. Shura Arnold, Library Director, Leslie Brown Witt from the Foundation and John Bertoni from the Friends 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 August 28, 2016 and September 28, 2016 meeting minutes were approved with minor amendments.

Director's Report: Ms. Arnold presented a brief overview of her report. The HVAC system upgrade continues to move closer to completion, with little interruption to library services.

Treasurer's Report: Ms. Thompson, in Mr. Krook's absence, presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. Our expenses continue to be below budget (\$93,000). Ms Cummings moved to approve the Treasurer's Report, to pay the new bills received from October 1, 2016 – October 18, 2016 and to ratify the payment of bills received and paid from September 28, 2016 – September 30, 2016. Mr. Diegnan seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance Committee: Did not meet. Scheduled to meet on November 1st to start the 2017 budget process.

Policy Committee: Did not meet. The discussion surrounding donor recognition is still being investigated.

Personnel Committee: Three issues were discussed at their meeting. They have decided to defer this year on any action regarding the Incentive Health Plan. The 2017 Holiday schedule will be discussed at our next meeting. The adding of a children's program in conjunction with the Monday night ESL program was also discussed.

Planning: Did not meet.

Public Presentations: The Friends upcoming fundraiser on October 28th has sold 48 tickets, their maximum is 120.

The Foundation is moving forward with their endowment campaign.

Communications: There was a letter from a patron requesting more foreign films be made available.

Old Business: None.

New Business: There was a discussion to add a Monday evening children's program in conjunction with the ESL adult program. After a brief discussion, Ms. Cummings moved to approve the offering of this new program and appropriate up to \$100 to cover the additional costs until year end 2016. The motion was seconded by Ms. Zanardi and passed by a unanimous roll call vote.

Executive Session: None.

The meeting was adjourned by Ms. Thompson at 6:30 PM.

Respectfully Submitted,

A.Q. Orza II