

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
September 28, 2016**

**Attendance:** Patrice Cummings, Terry Thompson, Skip Orza, Frances Wood, Mark Krook, Valarie Zanardi (arrived at 5:48) and Richard Diegnan were present. Lucy Orfan, Kevin Sooy (and his alternate) were absent. Shura Arnold, Library Director, Leslie Brown Witt from the Foundation and Nancy Verdun 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 roll call.

**Minutes:** The August 28, 2016 meeting minutes were not approved due to the delay in getting them to the trustees and will be reviewed at our next meeting.

**Director's Report:** Ms. Arnold presented a brief overview of her report. The HVAC system upgrade is moving forward with little interruption in library services.

**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 expenses are below budget. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from September 1, 2016 – September 29, 2016 and to ratify the payment of bills received and paid from August 21, 2016 – August 31, 2016. Ms. Cummings seconded the motion, which carried by unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** Met in September. They discussed the audit report. There were no real concerns. Their next meeting is scheduled for November at which time the 2017 budget work will begin.

**Policy Committee:** Met in September to discuss amending our gift recognition process. An "Electronic Wall" concept is being looked at.

**Personnel Committee:** Did not meet.

**Planning:** Did not meet.

**Communications:** None.

**Public Presentations:**

**Old Business:** The “Meet and Greet” with the Borough employees and council members went well. Most agreed it accomplished its purpose.

The Library Foundation’s endowment campaign is underway.

The Friends of the Library had their last Bingo night. There were 30 attendees. Their next event is a Latin Jazz concert on October 9<sup>th</sup>.

**New Business:** The Management Services Agreement between the Library and the Foundation was reviewed, discussed and approved by unanimous roll call vote.

**Executive Session:** None

The meeting was adjourned by Ms. Thompson at 6:20 PM.

Respectfully Submitted,

A.Q. Orza II