

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
May 20, 2014**

Attendance: All trustees were present except for Donald Buset, Craig Lawrence, and Lucy Orfan. April Judge, Executive Director, and Roni Larini, President of the Friends of the Library, were also present.

President Terry Thompson called the meeting to order at 5:32 PM and read the Open Meeting Notice, which was followed by roll call.

Terry then welcomed and introduced Rich Diegnan, our newest Trustee, to the assembled group.

Minutes: The April 22 minutes were accepted; Dr. Wood, Mr. Orza, and Ms. Cummings abstained, as they were not present for the May BOT Meeting.

Director's Report: April Judge, in addition to her written report, highlighted the following: all trustees must complete the financial disclosure statement (handed out) and submit them electronically by June 13, 2014. Ms. Judge included the new, easier instructions for filing the form in her packet. The new Youth Services Manager, Tammie Lee, started yesterday and is working with Michaela Casey to transition into her new position. A summer Intern was hired for Youth Services.

Treasurer's Report: Mark Krook pointed out that income is less than budget; expenses exceed budget; salary and staff are under budget. \$36,000 will be moved out of cash reserves to be reimbursed by the expected check from the Borough of Bernardsville. Bills have been paid, but there are 6-7 new bills for approval. The Library received \$13,000 for library programs from the Friends.

Mark Krook moved to approve the Treasurer's Report, to pay the new bills, and to ratify the payment of bills received and paid. Skip Orza seconded the motion, which carried unanimously via roll call.

Committee Reports:

Finance – Did not meet, but must get together in the next 2 weeks, to discuss proposed staff merit increases as a result of annual reviews, as well as possible salary changes, and what impact those will have on the budget.

Personnel – Met and recommended minor changes to personnel manual, included in packet. Terry Thompson recommended that the word "personal" in item # 4 be changed to "individual," and that the words "and/or Board" be struck from the same paragraph.

It was brought to the Board's attention that employee Felicia Ballard recently completed her MLS. The Board would like to promote her. A discussion ensued regarding what the requirements are to stay on if you receive your MLS with the support of the Library. At that point, Terry Thompson made a motion to go into Executive Session, which was seconded by Skip Orza.

The Board went into Executive Session at 5:55 PM.

At the end of the Executive Session, a motion was made by Terry Thompson to return to public session, which was seconded by Rich Diegnan and the Board came out of Executive Session at 5:58 PM.

Policy – Did not meet. However, the BOT reviewed April Judge's draft of April 22, 2014, included in our packets, that recommended the following be added to the Community Room Use Policy:

“The Friends of the Bernardsville Public Library and the Bernardsville Library Foundation may charge an admission fee or registration fee when sponsoring programs that will financially support the Library.”

It was also noted that the BOT can serve alcohol at their functions inside the library, but it is not clear as to whether or not the same would apply to the Friends and the Foundation. Terry Thompson will pose the question to Borough Attorney Jack Pidgeon.

Long Range Planning - Did not meet.

Communications: Director April Judge shared a note that was written to her by a patron of the Library regarding how helpful library employee Sarah Fretz had been. Ms. Judge also shared with us a note written by the artist Mary Kooi thanking Madelyn English for her assistance.

Unfinished Business: Lucy Orfan contacted Terry Thompson prior to the meeting and raised a question about the March Meeting Minutes. This was in regard to the closing on Sundays in June beginning on June 29th. The Somerset Hills School District's last day of school is Thursday, June 19th, and therefore we should begin Sunday closings for the summer on June 22, 2014 instead of June 29, 2014. Ms. Orfan pointed that we need to look at each year individually to determine when Sunday closings begin, and not have a “blanket” policy. Lucy suggested that we might need to vote on this as a Board. After a brief discussion, Skip Orza made a motion to begin Summer Sunday Closings on June 22, 2014, not June 29th as had been previously agreed to. Dr. Wood seconded the motion and it was passed unanimously.

New Business: Director April Judge told the BOT that the opening of the Parson's Memorial Garden will be held late on the afternoon of Saturday, September 6, 2014, with a reception in the library. Ms. Judge mentioned that the Museum Passes, supplied by the Friends of the Library, are "going like hotcakes." Ms. Judge gave all 9 of the trustees their MJLTA cards and a listing of MJLTA Trustee Workshops.

Public Participation: Roni Larini reported that the Junior Awards Ceremony held in June was very well received. The Friends also held a Volunteer Luncheon for all of the volunteers at the Bernardsville Library at the home of Shika Meyer, which was lovely, but was only attended by 37/140 invitees. The Friends are holding their Senior Breakfast on June 6th. The Friends are planning several fundraisers: the first is an Author Luncheon on September 30 with author Ilene Beckerman; the second is a Mother/Daughter Tea at the library on November 22, 2014; and the Friends are exploring the possibility of holding an ongoing Bingo game night. Mrs. Larini would like to know if the Friends may conduct the Bingo games in the public library, as Bingo is a form of gambling and/or games of chance, etc. Ms. Thompson stated that the Library will need to co-sponsor the programs and that while the Mother/Daughter Tea fundraiser is fine, she thinks the Bingo game will need Borough approval. Mrs. Larini also reported that the Bernardsville Garden Club (of which she is a member) has donated \$5,000 specifically to landscape the side of the Library from the Parson's Memorial Garden to the end of the building.

Terry Thompson, who had attended the May meeting of the Bernardsville Library Foundation meeting, reported that the Foundation was about to give the Library a check for \$30,000. Ms. Thompson reported that the Foundation is in the process of planning their large donor program, and she hopes the BLF will work with the Community Foundation on paperwork for annuities. Ms. Thompson also let the BOT know that Chairwoman Leslie Brown Witt lost her father two weeks ago.

Finally, Skip Orza, in referring to a visitor usage survey, asked for more detail on an hourly basis. What is the annual savings in heating, cooling, salary, and % by hours, etc? Mr. Orza would like to see more details in general.

Adjournment: A motion to adjourn the meeting was made by Patrice Cummings at 6:44 PM, and seconded by Skip Orza.

Respectfully submitted,
Patrice O'Regan Cummings
June 10, 2014