

Minutes of the Board of Trustees Meeting
Bernardsville Public Library
August 19, 2014

Attendance: In Attendance- President Terry Thompson, Donald Buset, Patrice Cummings, Richard Diegnan, Mark Krook, Lucy Orfan, and Skip Orza. Craig Lawrence and Frances Wood were absent. April Judge, Executive Director, and Roni Larini and Elizabeth Faulkner of the Friends of the Library, 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 Pledge of Allegiance and roll call.

Minutes: The July 15, 2014 minutes were accepted with two minor corrections.

Director's Report: Ms. Judge presented her written report. She continued with several items. (1) The issue of patrons using credit cards to pay fines. The charge incurred by the Library needs to be investigated and how to overcome this charge. Considered were a "Convenience Fee" of \$1.00 for each patron credit card payment and a minimum credit card payment of \$5.00. (2) The full day Trustee Academy on September 13, 2014 will be held in Eatontown, New Jersey. Ms. Thompson will attend. (3) The possibility of joining either BCCLS or MAIN was addressed. BCCLS leadership is about to change and MAIN is restructuring. Since both organizations are in a state of flux, Ms. Judge recommended a "Wait and see" strategy. All present agreed. (4) The Space Repurposing Project is progressing. Preliminary designs for the more effective utilization of library space are forthcoming in September. (5) The "Awesome Reads Box" has yielded patron suggestions and the Library is compiling a list. (6) On Staff Development Day, Friday, August 22, 2014, teams of staff members will go on "Safari" to observe space utilization in other libraries. (7) A program, "Campfire Stories," will be held on Tuesday, October 28, 2014, during which residents will read stories and poems.

Treasurer's Report: Mr. Krook presented the Treasurer's report, stating that, at the halfway point in the year, the numbers are where they should be. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from August 1, 2014 - August 19, 2014 and to ratify the payment of bills received from July 16, 2014 – July 31, 2014. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance Committee: No report.

Personnel Committee: No report.

Policy Committee: No report.

Long Range Planning: Ms. Thompson suggested that the Long Range Planning Committee and the Contingency Planning Committee be combined as one committee. All present concurred.

Communications: None.

Unfinished Business: None.

New Business: Mr. Burset announced that he is resigning his position as Trustee as of August 31, 2014. The Board accepted his resignation with regret.

Two proposed policies, a "social media" policy and a "staff attendance at conferences" policy were referred to the Policy Committee which will address them before the next Board meeting.

The new job description for a Readers' Services Assistant Manager and Virtual Reference Librarian was forwarded to the Personnel Committee.

The possible closing of the library on August 30, 2014, the Saturday of Labor Day weekend, was discussed. A motion to do so was made by Mr. Krook, seconded by Mr. Orza, and carried unanimously.

The volunteers of the Year to be honored at the November 9, 2014 event are the dedicated VITA (Volunteer Income Tax Assistance) volunteers: Bob Baker, Suzanne Barnum, Betsey Blair, Norman Luik, and Joe Ryder.

A motion to decommission two pieces of equipment (a magnifier and a computer) was made by Mr. Burset, seconded by Mrs. Cummings, and carried unanimously.

Ms. Judge reported that Sunday afternoons are very busy and require additional staffing. A rough estimate of the cost of temporarily adding a "library assistant" for Sundays through the end of 2014 would be less than \$2000. All present agreed to the additional staffing.

Public Participation:

Friends of the Library: Roni Larini reported that three events were coming up: the September 30, 2014 Author's Luncheon, the November 22, 2014 Tea, and the August 21, 2014 Ice Cream Social. The Bingo fundraiser is "moving along."

Bernardsville Library Foundation: No Foundation member was present.

Executive Session: A motion was made to go into Executive Session by Mrs. Cummings and seconded by Mr. Diegnan. Motion carried and the Board went into Executive Session at 6:29pm. Mr. Burset made a motion to go out of Executive Session at 6:31pm. The motion was seconded by Ms. Cummings and carried. Executive Session ended at 6:32pm

Ms. Thompson adjourned the meeting at 6:34 pm.

Respectfully Submitted,

Lucy J. Orfan, Secretary