

Minutes of the Board of Trustees Meeting
Bernardsville Public Library
September 16, 2014
Approved October 21, 2014

Attendance: In Attendance- President Terry Thompson, Patrice Cummings, Mark Krook, Craig Lawrence, Lucy Orfan, Skip Orza. Frances Wood, and Valerie Zanardi. Richard Diegnan was absent. April Judge, Executive Director, Roni Larini of the Friends of the Library, Leslie Brown-Witt of the Foundation and Pat Kennedy-Grant were also present.

President Terry Thompson called the meeting to order at 5:34 pm and read the Open Public Meeting Notice, followed by the Pledge of Allegiance and roll call.

Minutes: The August 19, 2014 minutes were accepted as presented.

Director's Report: Ms. Judge presented her written report and added: (1) The "One Book Bernardsville" flyer is very visually attractive (2) The Library will receive \$3350 for this year's state aid in October, (3) The Jay Parsons Memorial Garden reception was a wonderful, well-attended event. (4) The September 11 Memorial went well, but the sound system needs to be checked.

Treasurer's Report: Mr. Krook presented the Treasurer's Report, stating that the numbers at this point in the year are where they should be. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from September 1, 2014 – September 16, 2014, and to ratify the payment of bills received and paid from August 20, 2014 –August 31, 2014. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Ms. Thompson announced that the current Library Strategic Plan expires at the end of 2014. She suggested that the Board of Trustees have a planning meeting or retreat on a Saturday in January 2015 to discuss this as well as a number of other issues.

Finance Committee: No report.

Personnel Committee: No report.

Policy Committee: Mrs. Orfan presented three policies for approval. (1) Mrs. Orfan moved an "Attendance Policy at Conferences, Workshops, and Other Professional Development Programs" policy which addresses how staff members will be compensated for approved attendance on a non-scheduled work day. Mr. Krook seconded the motion which passed unanimously. (2) Mrs. Orfan moved a "Social Media" policy (as amended) which describes the purpose, scope, and limitations of the Library's social media sites. Ms. Thompson seconded the motion which passed unanimously. "Library Staff Responsibilities" regarding social media postings will be addressed separately and will be referred to the Personnel Committee. (3) Mrs. Orfan moved a "Community Room Use" policy (as amended) which allows Library fundraising events held in the Community Room to charge attendees a fee or request a donation. Mr. Orza seconded the

motion which passed unanimously.

Long Range Planning: No report.

Communications: None.

Unfinished Business: Pat Kennedy-Grant presented a proposal to allow patrons to make payment for fines, lost item fees, etc., by credit card. The pros and cons were discussed, concluding with a motion by Mr. Lawrence, seconded by Mrs. Cummings, and passed unanimously.

New Business: Ms. Judge proposed that the “Early Literacy” computers and monitors with serial numbers Dell HHM7KQ1, Dell HHMBKQ1, and HHMFQ1 be decommissioned. Ms. Thompson moved, Mr. Krook seconded, and the motioned passed unanimously.

Public Participation:

Friends of the Library: Ms. Larini reported on events coming up: the September 30, 2014 Author’s Luncheon, the November 22, 2014 Tea, and the Bingo fundraiser on November 14, 2014. She added that an appeal letter to solicit donations will be sent out in November.

Bernardsville Library Foundation: Ms. Brown-Witt announced that the Foundation approved \$40,000 for the Library, bringing the 2014 total contribution to \$70,000. She talked about the Major Donor Campaign, which will start with small dinners in January. She asked for assistance in building an endowment fund over the next five years. She concluded with the need for a home for the fundraiser, Homes of Distinction, which will be held in March 2015.

Executive Session: A motion was made to go into Executive Session by Ms. Thompson and seconded by Mr. Lawrence. Motion carried and the Board went into Executive Session at 6:27pm. Ms. Thompson made a motion to go out of Executive Session at 6:30 pm. The motion was seconded by Mrs. Cummings and carried. Executive Session ended at 6:31pm.

Ms. Thompson adjourned the meeting at 6:32 pm.

Respectfully Submitted,

Lucy J. Orfan, Secretary