

**Minutes of Board of Trustees Meeting
Bernardsville Public Library
January 17, 2012**

Attendance: Michael Gouldin was absent. Karen Brodsky, Executive Director, Bernardsville Public Library (BPL); Roni Larini, President, Friends of the BPL; Howard Lemberg, Chair, Bernardsville Library Foundation; and Ed Landis, a Foundation trustee and its Secretary, were also present.

President Donald Burset called the Board of Trustees (“Board”) meeting to order at 5:30 p.m. and read the Open Meeting Notice, followed by the Pledge of Allegiance. Secretary Terry Thompson called the roll.

State of the Library: Mr. Burset reviewed the library’s achievements, some personnel highlights and changes, and the challenges for 2012. A copy of the notes from which he spoke will be circulated separately to the Board.

Board Reorganization:

- Lucy Orfan, who was appointed to a 5-year term as a trustee and John McCrossan, who was appointed to a 1-year term as the Mayor’s representative to the Board, both at the Borough reorganization on January 3, 2012, took their oaths of office.
- With Ms. Brodsky presiding temporarily, Maribeth Southworth, chair of the Nominating Committee, presented the following slate of officers for calendar year 2012:

Donald Burset, President
Patrice Cummings, Vice President
Terry Thompson, Secretary
John La Duc, Treasurer

There were no further nominations from the floor, and Ms. Southworth moved the election of the slate, seconded by Peter Miller and carried unanimously. Mr. Burset thanked Ms. Southworth and Mr. Miller for their service on the Nominating Committee.

- Mrs. Cummings moved to reauthorize Ms. Brodsky as the library’s purchasing agent for 2012 for aggregate purchases from a single vendor in amounts less than \$17,500. Mrs. Orfan seconded the motion, which carried unanimously.
- Mrs. Cummings moved to reappoint Nisivoccia, LLP, as the library’s auditors for 2012; Mr. La Duc seconded the motion, which carried unanimously.
- Mr. La Duc moved to reappoint Peapack-Gladstone Bank as the library’s bank for 2012; Ms. Southworth seconded the motion, which carried unanimously.
- Mr. Burset said that he would not make any changes to committee memberships at this time.
- Board meeting dates for 2012: Mrs. Orfan will miss the February board meeting, Mrs. Cummings, the March meeting, and Ms. Thompson, the June meeting; no other conflicts are currently known. After a brief discussion, Mr. La Duc moved to accept the schedule of board meetings included in the meeting package. Ms. Thompson seconded the motion, which carried unanimously.
- After a brief discussion, the Board decided to continue to open meetings with the Pledge of Allegiance.

Minutes: Mrs. Cummings suggested one change and moved the adoption of the minutes of the December 17, 2011. Board meeting with that change. Ms. Thompson seconded the motion, which carried unanimously. Ms. Thompson mentioned that she had asked Mr. McCrossan to clarify the question he asked at the December meeting (under Long-Range Planning, and that she found his response thought-provoking. She asked his permission to circulate his clarification to the entire Board to be considered when we discuss the draft Strategic Plan, and he readily agreed.

Director's Report: Ms. Brodsky presented highlights and additions to her written report, as follows:

- The library use statistics are decidedly mixed.
- She commented on the loss of Reference Librarian Karen Vaias, but noted that this may permit a more technology oriented hire (not that Ms. Vaias was technologically insufficient in any way, as I know from personal experience of asking for her help! T.T.) After discussion, Mr. La Duc moved the adoption of the Assistant Readers' Services Manager job description contained in the Board package; Mrs. Cummings seconded the motion, which carried.
- The new WordPress website should be up and running by the end of January.
- Kathy Redling has repropoed the Scrabble tournament, not as a library fundraiser but to collect donations for the Food Bank, and has reserved the Community Room for March 11.
- Once again, press releases and newspaper articles will be timed to support Foundation and Friends events.
- After brief discussion of the Library Link grant application included in the Board package, Mrs. Cummings moved to authorize the application; Ms. Southworth seconded the motion, which carried.
- Ms. Brodsky reported on discussions with Chief Valentine and others about participation in the Community Emergency Response Team. Mr. Miller described the school district's selection as a regional emergency center for the Red Cross. After discussion of several options, Mr. La Duc moved that the Board approves of soliciting senior staff members to take the CERT training. Mrs. Cummings seconded the motion, which carried by a vote of 7 in favor, 1 opposed.
- Mr. La Duc moved to approve the three contracts in excess of \$17,500 not to be let by competitive bidding (book supply, computerized catalog support, and maintenance services). Mrs. Orfan seconded the motion, which carried.
- The Board thanked Madelyn English for another successful grant application to the St. John on the Mountain Community Outreach project, for \$1,050 for ESL supplies.

At 6:25 pm, Mr. Landis left the meeting.

Treasurer's Report, Bills and Finance Committee Report: John La Duc commented on several aspects of the Treasurer's Report, including the urgent need to try to rebuild reserves, a significant amount of which were 'drawn' in 2011.. Mr. McCrossan commented that if a senior staff vacancy occurs as happened in 2011 with Michaele Casey's retirement, he would recommend filling it earlier to maintain morale and finding the contingency monies elsewhere. Mrs. Cummings moved to pay the new bills received from January 1-17, 2012 and to ratify the payment of bills received and paid from December 14-31, 2011. Ms. Southworth seconded the motion, which carried by unanimous roll call vote.

Mr. Miller left the meeting at 6:37 p.m.

Ms. Thompson moved to transfer \$1946.48 to available reserve and \$1313 to the computer reserve. Mrs. Cummings seconded the motion, which carried by unanimous roll call vote.

Ms. Thompson moved to approve the Treasurer's Report; Mr. McCrossan seconded the motion, which carried.

Committee Reports:

Finance: included with the Treasurer's Report.

Personnel: no report.

Policy: Mrs. Orfan presented a revised Volunteer Policy and moved that it be adopted. Ms. Thompson

seconded the motion, which carried..

Long-Range Planning: Because Mike Gouldin was unable to be present tonight, the full board discussion will be postponed until the February meeting. The Long-Range Planning Committee will meet on January 30 at 6:30 p.m. at the library.

Communications: Mrs. Cummings commented on how very successful and moving she found the presentation by Jordan Sonnenblick, author of a children's book dealing with childhood cancer, at the library.

Unfinished and New Business: None.

Public Comments: Mrs. Larini reported for the Friends that work continued with the Foundation on the MOU, that they had finalized their meeting dates for 2012 and appointed new committees. At this point it looks as if their donations are down about 20%, but she expects to meet their commitment to the library "somehow". There is an exciting Sunday at 3 concert this week.

Mr. Lemberg reported for the Foundation that the Homes of Distinction committee had one house and a strong likelihood of a second. They are working on another letter to the community, and have compiled a list of about 200 prospects for major donors. They will hold a "Thank You" event for donors and the families who opened their homes last year on February 26 in the Community Room. He suggested that sharing the "State of the Library" presentation with the newspaper was a good idea, He also suggested that the Foundation, Friends and Board get together for a "lessons learned" session. He further stated that the Foundation will not share its major donor list.

There being no further business, at 7:25 p.m. Mrs. Orfan moved to adjourn the meeting; Mr. La Duc seconded the motion, which carried.

Respectfully submitted,

Terry A. Thompson. Secretary