

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
May 21, 2013**

**Attendance:** All members were present except Pete Miller and Terry Thompson. Karen Brodsky, Executive Director, Bernardsville Public Library; Roni Larini, President of the Friends of the Bernardsville Public Library (“Friends”); and Leslie Brown Witt, Vice Chair of the Bernardsville Library Foundation (“Foundation”), 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.

**Minutes:** Craig Lawrence moved to approve the minutes of the April 16, 2013 meeting as submitted, which was seconded by Mike Gouldin, and carried by the Board with 3 abstentions from John La Duc, Lucy Orfan, and Maribeth Southworth.

**Director’s Report:** Karen Brodsky presented highlights from the director’s report as follows: under “Public/Community Relations,” Ms. Brodsky highlighted Item 2. b) “Attended meeting with Assemblyman Anthony Bucco on April 23 with associate state librarian and New Jersey Library Association executive director regarding library state aid – initial response was positive.”

Ms. Brodsky commented that state-required statistics for tracking library usage is no longer representative of how people use the library, and that this is a source of frustration. She enclosed an article in the supplemental packet. Ms. Brodsky will continue her efforts in this area.

Under the “Library Operations” portion of the director’s report, Ms. Brodsky brought to the Board’s attention item 3.c), “Thanks to Technology Advisory Team Volunteer Bob Graham, Hewlett Packard is providing the library with a high-quality network printer to replace our inadequate patron printer for 25% cost. Thanks to the Friends for funding the balance.”

Under “Board Issues” Item 4.a), Ms. Brodsky asked the Board for a resolution that computers listed on Appendix C may be decommissioned. Following a brief discussion by the Board, John La Duc moved to decommission the computers listed on Appendix C. Lucy Orfan seconded the motion and the seven Board Members present each voted “yes.”

Ms. Brodsky pointed out item 4. b), the Library’s watermark for digitized items, and noted that Borough Councilman de Poortere has suggested that photos from the Crater Collection be highlighted on the first page of the Library website.

Ms. Brodsky also brought to the Board’s attention that the item 4. c) and Appendix D, Financial Disclosure online filing, is due by May 31, 2013 with a copy of the online receipt required to be sent to Antony Suriano. This led to a discussion regarding the fact that a number of Board members have had difficulties in filing the online form. It was suggest that Board members use the drop down menu to indicate that they are filing in the town of Bernardsville.

Finally, in item 4. d), Ms. Brodsky requested the Board's permission to act as escrow agent for anonymous Foundation Challenge Match donor. There were no objections from the Board members to this request.

Ms. Brodsky then brought to the Board's attention that the Library Staff has recommended that the Library stop charging \$1.50 for new DVD 3-day rentals. After a brief discussion of pros and cons, the Board suggested that the library drop the 3-day rental of new DVD's to \$1 for the same time period. It was agreed that the Board would revisit the effects of this change at the 2014 budget cycle.

**Treasurer's Report:** Board Treasurer John La Duc reported that the good news is that there is no news. He stated that the Library is still operating under the 2013 Budget that was submitted to the Borough Council in October of 2012. He also reported that the Borough Council approved the final 2013 Borough budget on May 13, 2013, which included a base allocation of \$897,085 to the Library. This is the same base amount for the Library approved by the Borough Council for the 4<sup>th</sup> year in a row.

Mr. La Duc also noted that the Finance Committee of the Board will meet to consider a proposed final 2013 budget once we have a firmer idea as to the total 2013 contribution from the Foundation. He noted that the expected amount of the Foundation's 2013 contribution should become clear following the June 23<sup>rd</sup> Foundation Clambake event and after the near-to-final results of the mail solicitation and the Challenge Grant have been determined.

Mr. La Duc reported to the Board that the NJSEM went to the second auction at the end of April and, due to market conditions in the natural gas markets, was unsuccessful in achieving a satisfactory price. Mr. La Duc went on to say that NJSEM then negotiated a two-year deal for a price of 8.7 cents per Kilowatt hour, versus last year's price of 7.5 cents. The new price will be effective June 1, 2013 for a period of 24 months.

Mr. La Duc stated that he had reviewed a draft of the Audit Report for 2012 and found it to be in good order. He also stated that he had reviewed the bills in the supplemental packet and found them to be in good order.

Mr. La Duc asked if there were any questions regarding the Treasurer's Report and as there were none, Mr. La Duc moved to approve the Treasurer's Report, to pay the new bills received from May 1-21, 2013, and to ratify the payment of bills received and paid from April 17-30. Mike Gouldin seconded the motion, which carried by a unanimous vote.

### **Committee Reports:**

**Finance:** Chairman La Duc reported that there were no meetings of the Finance Committee in the past month, but that a meeting was scheduled for the first week of July.

**Policy:** Lucy Orfan said the Policy Committee met on May 7<sup>th</sup> and referred the Board to the proposed changes for Library policy on "Workplace Documents and Other Products Section

of the Personnel Policies Manual”; and the “Proposed Internal Communications Policy” in the Board packet. Ms. Orfan recommended that the Board accept the proposed change. Craig Lawrence seconded the motion, which carried unanimously.

Ms. Orfan then directed the Board’s attention to the “Proposed Internal Communications Policy” in the Board packet. Mr. Gouldin moved that the Board accept the policy; Mr. La Duc seconded the motion; and the motion was carried unanimously by the Board.

**Personnel:** Maribeth Southworth reported that the Personnel Committee met on April 23<sup>rd</sup>. She asked that the Board discuss the details of the meeting in Executive Session.

**Long Range Planning:** did not meet this past month.

**Contingency Planning:** did not meet this past month.

Mr. Gouldin did note that the **Tripartite Committee** met on April 30<sup>th</sup>. Mr. Gouldin noted that during the meeting, members of the Board, the Friends, and the Foundation continued a dialogue that began in January of 2013 and that there was healthy discussion regarding which donors each group (Friends, and Foundation) is targeting for donations. There was a discussion regarding the mailings to potential donors by each group. The outcome of that discussion is that the Foundation is moving towards more targeted larger donors.

Mr. Gouldin commented that the name of the group, “Tripartite,” was unwieldy and that another name for the group should be found. This was strongly agreed to by the majority of those present.

#### **Public Presentations or Comments:**

**Bernardsville Library Foundation:** Ms. Brown Witt told the Board that the Foundation had raised approximately \$44,000 gross YTD before the Homes of Distinction, with expenses of \$5,000, netting the Foundation a total of \$39,000. She also noted that a net of approximately \$17,000 had been raised at the recent Homes of Distinction event and that the Foundation was still planning three additional fund-raising events for 2013. These included a Clambake, which will be held on June 23<sup>rd</sup>, another small fundraising event in September at Ms. Brown Witt’s home, and a tree-trimming fundraiser at the Art Studio of Ms. Kathleen Palmer. She further stated that the Foundation had recently given a check for \$35,000 to Ms. Brodsky as an initial payment against the Foundations 2013 donation to the Library.

**The Friends of the Bernardsville Library:** Ms. Larini shared with the Board that the Friends are having their annual Seniors’ Breakfast on June 7<sup>th</sup> and the awards for the Library Volunteers on June 7. She thanked everyone for coming to the recent Volunteer Luncheon that was sponsored by the Friends.

Ms. Larini also commented on the Friends ceremony to thank young volunteers that was held prior to their most recent Friends Board meeting.

## **Communications:**

Mr. Burset thanked both the Foundation and the Friends for their continued efforts to support the Library.

In particular, Mr. Burset thanked the Foundation for their recent generous check for the Library. And Mr. Burset thanked the Friends for the ceremony held recently for young volunteers, the Luncheon for the Library Volunteers, and their continued fundraising. Lucy Orfan, who had attended the young volunteers' ceremony and the recent Friends meeting, commented on how lovely both events were.

Mr. Burset reported that at the recent annual MUF dinner, which he attended with John La Duc and Karen Brodsky, the news from other municipalities regarding not being supported by their local governing bodies was rather unsettling. He then thanked the Bernardsville Borough Council for their continued support of the Bernardsville Library.

Mr. La Duc repeated the Board's gratitude for the support of the Bernardsville Library by the Borough Council and also took the opportunity to thank Karen Brodsky for her outstanding direction of the Library.

Mr. Burset read a note of thanks from Library Staff to the Board, thanking them for recently received gift cards.

## **Unfinished Business:**

Mr. Burset reminded those assembled that there would be a retirement party for Pete Miller on June 13 at 5PM at the Old Mill Inn. Mrs. Cummings shared with the group that her 8<sup>th</sup> grade daughter, upon hearing that Mr. Miller was retiring, asked the following question: "Mom, isn't he too young to retire?"

Mr. Burset raised the issue of whether or not to eliminate the August Board meeting. A discussion ensued. The consensus was to eliminate the August meeting unless subsequent events required such a meeting. In such event, Mr. Gouldin asked if the meeting could be held online using *gotomeeting.com* or similar. Ms. Brodsky said she would have to check to see if that would be acceptable for a municipal meeting.

If an August meeting becomes necessary, it was decided that we would attempt a go to a virtual meeting if allowed, but that Board members may need to be available for an emergency meeting.

Mr. Burset asked those assembled to be available to go out for a drink with Mr. Miller after the June 18<sup>th</sup> Board Meeting.

Mrs. Cummings moved that the Board go into Executive Session. Mr. La Duc seconded the motion and the Board went into Executive Session at 6:23p.m..

At 6:48p.m., the Board reconvened after Executive Session.

Mr. La Duc moved that compensation recommendations proposed by the Personnel Committee be approved; which was seconded by Mr. Gouldin, and carried unanimously by the Board.

At 6:49p.m., John La Duc moved that the Board Meeting be adjourned, which was seconded by Craig Lawrence and carried unanimously.

Respectfully submitted,

Patrice O'Regan Cummings, Vice President