

**Minutes of the Board of Trustees Meeting  
Bernardsville Public Library  
May 17, 2016**

**Attendance:** In Attendance- Patrice Cummings, Skip Orza, Terry Thompson, Lucy Orfan, the Mayor's alternate, Michael dePoortere and Richard Diegnan were present. Valerie Zanardi. Mark Krook and Frances Wood were absent. Shura Arnold, Library Director was present. Leslie Brown-Witt from the Foundation and Nancy Verduin from the Friends were also present.

President Terry Thompson called the meeting to order at 5:30 pm and read the Open Public Meeting Notice, followed by roll call.

**Minutes:** The April 19, 2016 meeting minutes were approved with the previously submitted minor amendments.

**Director's Report:** Ms. Arnold presented a brief overview. She made note that she recently attended the NJLA seminar on Fundraising.

**Treasurer's Report:** In Mr. Krook's absence, Ms. Thompson presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. Ms. Cummings moved to approve the Treasurer's Report, to pay the new bills received from May 1, 2016 – May 17, 2016 and to ratify the payment of bills received and paid from April 19, 2016 – April 30, 2016. Mr. Diegnan seconded the motion, which carried by unanimous roll call vote.

**Committee Reports:**

**Finance Committee:** They have a scheduled meeting on May 24<sup>th</sup>.

**Policy Committee:** Met right after the last Board meeting. They discussed a proposed policy dealing with poor patron behavior. A draft will be forthcoming shortly.

**Personnel Committee:** Met four times to review and finalize the Director's three month evaluation. .

**Planning:** Did not meet. Still awaiting the final pieces of research in order to fully evaluate our options of joining (or not) a consortium. The committee is still preparing to make a presentation to the full board with recommendations no later than then July Board meeting.

**Communications:** There were three pieces of correspondence from patrons thanking the staff and letting us know how valuable our services are to them.

**Public Presentations:** The Friends had 60 people attend the Carnaby St. Duo concert. 45 people attend Bingo night.

The Foundation's Home of Distinction was a great success. 222 guests attended. The net amount raised was over \$46,000. The major donor portion of the Endowment Fund campaign has started. Over \$39,000 has already been raised. This group's next meeting is scheduled for June 2<sup>nd</sup> at 5:30 PM. They have raised over \$29,000 in their annual appeal.

**Unfinished Business:** Borough officials have begun planning the conversion of portion of the library's heating system from electric to gas. The work will be starting at the end of the summer and early Fall with minimal amount of disruption to the Library's operations.

**New Business:** Ms. Thompson has formed a Building Maintenance ad hoc committee (Mr. dePoortere and Mr. Diegnan) to assist the Director and her staff on these issues. Ms. Cummings suggested and all were in agreement a "Meet and Greet" in the Fall with the appropriate Borough officials and Library staff and volunteers.

**Executive Session:** Mr de Poortere moved to go into executive session to discuss personal matters. The motion was seconded by Ms. Cummings. All voted in favor. We went into Executive session at 6:31 PM.

We returned to the public session at 6:54 PM.

The meeting was adjourned by Ms. Thompson at 6:54 PM.

Respectfully Submitted,

A.Q. Orza II