

D R A F T
**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
December 18, 2018**

Attendance: In Attendance - Patrice Cummings, Terry Thompson, Lucy Orfan, Skip Orza, Valarie Zanardi, Mark Krook, Gretchen Dempsey and Richard Diegnan were present. The mayor's alternate, Thomas O'Dea arrived at 5:34 PM. Shura Arnold, Library Director, Nancy Verduin from the Friends and Leslie Brown-Witt from the Foundation 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 November 13, 2018 meeting minutes were approved as submitted.

Director's Report: Ms. Arnold presented a brief overview of her report.

Treasurer's Report: Mr. Krook presented the monthly Treasurer's Report. There were no unusual bills or income amounts. There were no outstanding items. Our income and expenses continue to be on target. While there is a budget item that appeared not to be in line with our year end projections (Total Materials) that will be in-line by year end.

Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from December 1, 2018 – December 18, 2018 and to ratify the payment of bills received and paid from November 13, 2018 – November 30, 2018. Mr. Diegnan seconded the motion, which carried by a unanimous roll call vote.

Committee Reports:

Finance Committee: Mr. Krook and Ms. Arnold met with the Borough's CFO / Administrator, Assistant Administrator, and Finance Committee member Thomas O'Dea. At that meeting they explained that we request a 3.5% increase in our 2019 budget. Also, they presented our revised 3-year plan. They plan on presenting our budget to the Borough Council in January.

Policy Committee: Met earlier this month. They reviewed the Donor Recognition Committee's recommendations and amendments to the policy. They wish to move forward with the changes and amendments.

Personnel Committee: Met and have prepared the final version of the Library Director's annual performance review.

Planning: Did not meet.

Public Presentations: The Friends of the Library had two successful events in December. The new "mini-golf" fundraiser is scheduled for February 8-9. The Foundation recently forwarded

their final \$25,000 contribution to our operating budget for 2018.

Nominating Committee: All the current officers have made it known that they are willing to continue their service in their officer capacities.

Communications: Notes from donating patrons were received but not circulated.

Old Business: None.

New Business: Dr. Orfan moved to accept the revised Donor Recognition Policy. Ms. Zanardi seconded the motion which passed by a unanimous voice vote.

Dr. Orfan moved to forward a “Resolution in Support of the Current Level of Statewide Library Delivery Services” to the Borough Council and the State Library. The motion was seconded by Ms. Cummings and approved by a unanimous voice vote.

Executive Session: Mr. Krook moved to go into Executive Session to discuss personnel matters. The motion was seconded by Mr. Orza and carried by a unanimous voice vote. We went into Executive Session at 6:40 PM.

The meeting was adjourned by Ms. Thompson at 7:16 PM.

Respectfully Submitted,

A.Q. Orza II