

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
March 19, 2019**

Attendance: John Bertoni (by telephone), Mary Jane Canose, Patrice Cummings, Richard Diegnan, Mark Krook, Lucy Orfan, Terry Thompson and Valerie Zanardi were present. Gretchen Dempsey was absent. Alexandria Arnold, Executive Director, Bernardsville Public Library and Leslie Brown-Witt, Chair of the Bernardsville Library Foundation (“Foundation”) were also present.

President Terry Thompson called the Board of Trustees (“Board”) meeting to order at 5:33 p.m. and read the Open Meeting Notice, followed by the roll call.

Minutes: The February minutes had been inadvertently omitted from the board packet, so will be reviewed at the April meeting.

Director’s Report: Alexandria Arnold reminded the Board that the Morris-Union Federation dinner meeting will be held on May 1, 2019, at 6:00 pm at Luna Rossa in Pluckemin, with a speaker on the history of MUF. She also discussed the recent network breach by malware that targets banking applications. This caused a false payroll to be submitted; fortunately, Madelyn English received a pre-payment confirmation from ADP and took immediate steps to stop the payments. Personal data for two employees was compromised; they have been advised and precautions taken. We have added anti-malware software and replaced three staff computers running Windows 7 with computers running Windows 10. Jim Droney, our IT staff member, did an excellent job in this emergency, which also highlighted the need for constant surveillance. In answer to a question, Ms. Arnold brought us up to date on the status of “weeding” both the youth collection and the adult collection, which are being tackled by area (higher circulation areas first).

Treasurer’s Report and Bills: Mark Krook presented the Treasurer’s Report and bills. We have received the first installment from the Borough, plus a rebate on water bills. In response to a question, Mr. Krook said that it was too soon to see any effect of the increased preheat cycles on the electric bills. Ms. Thompson asked about the bills for the new computers and software; Ms. Arnold said that the computers had been purchased with restricted funds, not from the computer reserve. She said that a list of restricted funds had been completed, as requested. Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from March 1-19, 2019, and to ratify the payment of bills received and paid from February 20-28, 2019. Patrice Cummings seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

- Finance: Mr. Krook said he would schedule a Finance Committee meeting to discuss the restricted funds list. Ms. Thompson said she wanted to be present, even if that would make it a public meeting; there were no objections.
- Long-Range Planning: Patrice Cummings had a debriefing session with Skip Orza and will schedule a meeting between now and April 5. Ms. Thompson confirmed that Richard Diegnan is a member of the Planning Committee, which will also address building and grounds issues.
- Personnel and Policy did not meet in February.

Public Participation:

Friends of the Library: Nancy Verduin is in Arizona, but sent a brief report: the Friends' board has agreed to repeat *A Hole Lot of Fun* at the same time next year; the net raised was over \$12,500, a new high for a Friends event. The Friends are sponsoring the movie *Mamma Mia! Here We Go Again* on March 22, and a concert by *Forever Ray* on March 24. Also, mark your calendars for the Volunteer Lunch on May 6.

Library Foundation: Leslie Brown-Witt reported that the Foundation has a balance in two accounts of \$351,466. Their appeal letter will go out in April, and save the date for their wine-tasting at the USET headquarters in Gladstone on Friday, September 27.

Communications: Ms. Arnold circulated a note from Carol Fitzgerald, who spoke on choosing reading and will do a presentation at the staff training session in May; and a fraud alert from EBSCO, one of the library's suppliers, just to show that we are not the only entity being hacked these days! Valerie Zanardi mentioned a note in the St. John's on the Mountain newsletter (St. John's supports our ESL program) about a recent contact with a preschool parent whose English had improved substantially, due to attending our ESL program.

Unfinished Business: Patrice Cummings reported on the status of the joint donor recognition project, noting the valuable help being given by Joanne Kavanaugh in getting the three sets of lists together for the joint project. She also mentioned that this, and other projects, would be easier if all three groups used the same accounting software, preferably QuickBooks. There was a brief discussion of this with John Bertoni; the issue will be raised with Nancy Verduin when she gets back.

New Business: Valerie Zanardi moved that two computers and a server, more completely described in the agenda, be decommissioned as no longer needed for public service. Mary Jane Canose seconded the motion, which carried unanimously. Patrice Cummings moved to approve the no-bid contract with Innovative Interfaces, the owner of the Polaris software that supplies the library's cataloging, reserve, checkout and renewal services. Valerie Zanardi seconded the motion, which carried by unanimous roll call vote.

Ms. Thompson asked for a board member to attend the next Foundation meeting, as she is unable to be there; Mr. Diegnan agreed to go as the board representative. He attended the last Foundation meeting, and commented on how involved and well-informed the Foundation board was and how grateful we are for their generous assistance. The Board of Trustees concurred enthusiastically.

At 6:30 p.m., the meeting was adjourned.

Respectfully submitted,

Terry A. Thompson, President