

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
April 16, 2019**

Attendance: John Bertoni, Mary Jane Canose, Patrice Cummings (by telephone), 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 5:31 p.m. and read the Open Meeting Notice, followed by the roll call.

Minutes: The February minutes were approved as amended; the March minutes were approved as submitted.

Director’s Report: Shura Arnold said that the Morris-Union Federation dinner meeting will now be held on May 8, 2019, 6 pm at Luna Rossa in Pluckemin, and that the Finance Committee meeting scheduled for that date had been moved up to 4:30 pm. She thanked Councilman Jeff Hammond for his reports on the library on the Bernardsville Bubble. She also discussed an alarm that had indicated an open door; John Bertoni suggested testing that the doors had actually opened, saying that wind can trigger alarm systems. She discussed our energy bills and ESL attendance as well.

Treasurer’s Report and Bills: Mark Krook presented the Treasurer’s Report and bills. Mr. Krook noted the gas bills were up, electricity down, but said that it was still too soon to judge the effect of the increased preheat cycles on the electric bills. Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from April 1-16, 2019, and to ratify the payment of bills received and paid from March 20-31, 2019. Mary Jane Canose seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

- **Finance:** Mr. Krook said the “restricted” funds list had been discussed at a meeting on April 1, 2019, and that since then split into a truly restricted portion (54%, roughly \$37k) and a non-restricted portion, (46%, roughly \$31k). The committee will meet to discuss this further on May 8 at 4:30 pm. He also described a meeting the previous evening, April 15, with Council members Hammond and Greenfield, who wanted a better understanding of the library’s budget. Mrs. Arnold, Ms. Thompson and Mr. Krook were at the meeting. Mrs. Cummings commented that having the mayor attend our Board meetings makes us confident that the Borough Council will know what we are doing.
- **Long-Range Planning:** Patrice Cummings presented the substance of a long Planning Committee meeting held on April 3. There were 5 major topics: first, a decision to eliminate the three-year cycle for a strategic plan and substitute regular discussions at the Planning Committee; second, joining the MAIN consortium (Ms. Arnold is planning a

September report on the pros and cons of this); third, tutors and tutees' use of the library between 3 and 6 pm (sent to the Policy Committee for further evaluation and analysis); fourth, repairs, replacements and renovations, including the roof, the basement space, and the Tech Services area; fifth, Ms. Arnold's list of needs (additional administrative staff time, carrels for Tech Services, a summer camp for children, and a new audio-visual system), some of which will be discussed as possible requests to the Friends.

- Personnel and Policy Committees did not meet in March or April.

Public Participation:

Library Foundation: Leslie Brown-Witt reported that the Foundation has healthy financials. Their appeal letter will be mailed to 850 recipients in the next week. They are looking for help with their wine and beer tasting at the USET headquarters in Gladstone on Friday, September 27; advance tickets will be \$85, \$95 at the door. The Endowment Committee will discuss naming opportunities at the library at its next meeting.

Friends of the Library: Nancy Verduin is in Arizona, but sent a brief report: the Friends have two new prospective board members attending the May meeting; four hole sponsors have already been confirmed for next year's mini-golf event; the concert in March was well received, with over 80 attending, and dancing to Forever Ray (Ray Charles music). The next concert is Columbian folk music, on April 28.

The volunteer luncheon is on May 6, and the senior breakfast, on June 7.

Mrs. Canose and Ms. Brown-Witt left the meeting at 6:45 p.m.

Communications: None.

Unfinished Business: Patrice Cummings reported that the joint donor list is almost completely finished and is going to the printer shortly.

New Business:

Ms. Arnold presented three possible requests for funding from the Friends which had been discussed with the Planning Committee:

- \$2500 for seed money for a Summer "Magic Camp" to be held from August 12-15 for children aged 7-11, more fully described in the proposal in the April Board meeting package and in the April Director's Report. Ms. Arnold said that some staff members have commented negatively on charging for such a camp. Mrs. Cummings suggested that scholarships or sponsorships could be available for some students. Mrs. Cummings and Mrs. Zanardi described problems that had arisen when SHEF attempted to offer summer camps, including insurance and conflicts with the Borough Recreation Committee programs. Mrs. Orfan questioned a conflict between the proposal and the library's unaccompanied child policy. After discussion, the Board's consensus was that there was not enough time between now and the proposed date of the camp to work out

the problems and do adequate publicity to attract clientele, and asked that the proposal be revisited in October for 2020 with proposed solutions to the issues that were raised.

- \$7500 maximum, pending firm vendor quotes, to begin reconfiguring the Technical Services area to provide adequate work space for the library administrative assistant and the social media coordinator, who are working under extremely adverse conditions at present. Mr. Krook said this seemed like a natural request from the Friends' Blumenschine Fund, which is limited to capital projects. The Board concurred and agreed that Ms. Arnold should make this request to the Friends.
- \$10,000 - \$12,000 for a ceiling-mounted audio-visual system, including microphone, for the Community Room, more fully described in the proposal in the April Board meeting package and in the April Director's Report. Board members questioned the usefulness of such a system and whether other technology for collaboration spaces might not be more beneficial to the library's mission, also the lack of a cost-benefit analysis. After discussion, the request was tabled indefinitely.

Mr. Krook moved to deaccession the shelving in the basement space as no longer needed for public use. Mrs. Zanardi seconded the motion, which carried unanimously

As it looks as if the Library Construction Bond Act activities have finally started to move forward, the Board asked Ms. Arnold to apply under that act for funds to replace the outside doors with handicap-accessible doors.

At 7:28 p.m., the meeting was adjourned.

Respectfully submitted,

Terry A. Thompson, President