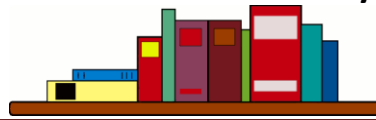


Friends of the Bernardsville Public Library Board of Directors



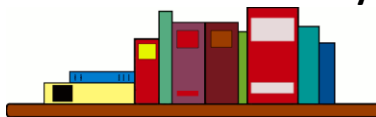
June 5, 2019

Minutes

ATTENDANCE: Nancy Verduin, Gerry O'Donovan, Lori Pakrul, Nancy Goguen, Pam Isenburg, Pat Carroll, Jerry Clark, David Larkin, Shura Arnold, Dan Lincoln, Jamie Bertoni, Deb Heimerl, Patrice Cummings (BOT)
ABSENT: Bob Baker, Steve Autenrieth, Denis Dooley, Leslie Brown Witt (Foundation),

- I. **President remarks**-Nancy V
Nominating Committee –Jose Borbolla-Escoboza and Gladis DaSilva nominated and unanimously approved.
No other updates.
- II. **Vice President** – vacant
Still looking for candidates; Reviewed the VP role and responsibilities.
- III. **Recording Secretary**- Amy
No updates to May minutes - approved.
- IV. **Correspondence** – Nancy G
No updates
- V. **Treasurer's report**- Bob not present on a much needed vacation
On target for budget and revenues.
Expenses – some outstanding; volunteer luncheon on target.
Campaign will add some expense due to mailing list
Discussion about capital expenditures for restricted funds – question for Trustees re: capital planning;
suggestion for investment committee to meet with BOT Finance Committee and Shura.
- VI. **Library Update**- Shura Arnold
 - a. Working through reader services and backfilling this role in light of Pat Kennedy-Grant's retirement; retirement party scheduled for last Friday of June please RSVP; working on parsing the roles and responsibilities; posted ad in house and now externally.
 - b. Tech Services proposal – presently have a social media coordinator sharing space with coworker; tech services space is in need to upgrade for reconfiguration and adding work space for part-time workers /volunteers. Approximately \$7500 – furniture, removal of shelving and adding electric to the work space. It would provide two work spaces. Motion made – Dan will help scope the project and apprise FBPL of progress/alternatives. Approved \$7500 earmarking of funds.
- VII. **Reports by committee chairs**-
Nominating- Nancy G
 - Additional board seats- looking for candidates
 - PR chair open
 - VP open

Friends of the Bernardsville Public Library Board of Directors



Finance- Dave and Gerry

- a. See above - meeting will be scheduled with BOT and Shura
- b. Paypal \$75

Fundraising- Jamie/ Debbie

- a. A Hole Lot of Fun- Feb 8th 2020-Letter sent to 7 of the 2019 hole sponsors. Four have already confirmed for next year: Bernardsville Inn, Elite Taxi & Limo, Ludlow, one other plus the Friends hole (5 of 18 holes); targeting September to get packages together, flyer, cards, pictures from the event. Plan to present to Chamber in October.
- b. Campaign subcommittee met last week, letter drafted. Will be ready for July review. Same style. Updated mailing list extended to Far Hills an additional \$70 to update and extend. Unanimously approved to purchase updated mailing list with FH included. End of October letter will go out.

Programs- Dan/ Pat

- a. **6/7** senior breakfast – Dan sent sign-up sheet Music group will be doing WWII era. Very popular event, anticipating 80+. 10 am.
- b. May Movie: The Last Suit – only about 8 people attended, but very good discussion.
- c. **6/21** – next movie – another library does Friday afternoon movies drawing in about 50, more modern movie; maybe advertise with upcoming movies. We will need to make a concerted effort on PR now that we are staffed in PR. Save the dates, bookmarks...flyers to Fellowship visit. Will need to plan movies ahead of time for flyers and save the date cards. This would apply to a number of events. Nancy will set up a PR meeting with all these fresh ideas.
- d. **8/19** - ice cream social for kids – haven't been getting attendance, waning in years past. Will have a story teller here to draw more kids.

Volunteer Recognition- Lori

- a. Successful event good attendance. About 50 people.
- b. The junior volunteer event was held June 5th prior to regular meeting.
- c. No other events scheduled.

Public Relations- Subcommittee met (Bob, Pam, Nancy G, Gerry, & Nancy V)

See above.

Public Comments

Board of Trustees- Patrice -

- a. Bernardsville Library 5 star recommended by the Library Journal again reflects the staff's hard work and efforts; BOT will recognize 6/20 – celebratory staff breakfast
- b. Special committee organized to recognize of donors to FBL, Foundation and directly to Library – list has categories, poster size. Also second list will recognize endowments.

Foundation- Leslie (in absentia)

- a. Appeal letter was sent
- b. Planning for wine event 9/27 at the USET

Friends of the Bernardsville Public Library Board of Directors



c. Friends will again donate a lottery basket (Pat) – will start collecting next month

Next board of Directors: **July 10th**

Current 2019 Committee Assignments/Task Forces

Finance	Fundraising	Nominating	Programs/ Movies	PR/ National Friends	Volunteer	Campaign
David Larkin (co chair)	Jamie Bertoni	Nancy Goguen	Dan Lincoln	Vacant	Lori Pakrul	Lori
Gerry O' Donovan (Co Chair)	Steve Autenrieth	Steve Autenrieth	Steve Autenreith	Bob Baker	Debbie Heimerl	Nancy
Bob Baker	Pat Carroll	David Larkin	Pat Carroll	Denis Dooley	Denis Dooley	Debbie
Debbie Heimerl	Jerry Clark			Nancy Goguen		
Amy DeMilt	Debbie Heimerl *Co chair- correspondence			Pam Isenburg		
	Amy DeMilt			Gerry O'Donovan		
	Nancy Verduin			Nancy Verduin		

Note: Dan is available for any committee for posting flyers.
 Dan is on the donations task force with the Foundation and library
 Pam is assisting in attending the Foundation meetings.

Friends of the Bernardsville Public Library Key Dates 2019

7/10/2019 (second week) 8/7/2019 9/4/2019
 10/2/2019 11/6/2019 (7 pm annual meeting, full room)

Concerts:

November 3, Flamenco Guitar
 October 13 or December 8

Ice Cream Social: August 19

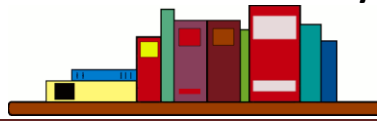
Annual Campaign: October 2019

National Friends of the Library Week: October 19-26

Meeting agenda topic key dates:

1. June
 - Junior Recognition award event
 - Senior breakfast 7th
2. July
 - Fund raising update
 - Public Relations- Newsletter Sept/Oct
 - Friends Celebration task force plans formalized
3. August
 - Finance-Initial Budget development
 - Fund raising update
 - Develop and finalize annual letter
 - Finalize campaign details/ letter/listing
4. September
 - Finance- Preliminary Budget 2019 presented

Friends of the Bernardsville Public Library Board of Directors



-
- Nominating committee- initial discussion officers and committee chairs for 2019
 - Public Relations- Newsletter Nov/Dec (this is the annual letter)
5. October
- Finance- Budget 2019 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2018 finalized
6. November
- Annual meeting
 - Budget approval
 - Committee Chair/Officers