

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
May 21, 2019**

Attendance: Mary Jane Canose (arrived 5:52 pm), Patrice Cummings, Gretchen Dempsey (left 6:39 pm), Richard Diegnan, Lucy Orfan, Terry Thompson and Valerie Zanardi (arrived 5:41 pm) were present. John Bertoni and Mark Krook were absent. Alexandria Arnold, Executive Director, Bernardsville Public Library, was 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. She distributed an agenda revised to have the Policy and Personnel Committee discussions before Ms. Dempsey had to leave for a school meeting.

Director’s Report: Shura Arnold reported that the American Association of University Women had made a \$1,000 gift for materials on girls’ and women’s issues and that the VFW had donated \$500. The Construction Bond Act is moving forward slowly; the State Library, which is administering the Act, has requested information on possible requests, which has been supplied. There was a brief discussion of the need for new doors and about replacing the round light fixtures (“high hats”) throughout the library.

Committee Reports:

- **Policy:** Lucy Orfan discussed the committee’s review of the tutoring situation, including a visit on a day when the tutoring load was not terribly heavy, and the possibility of emphasizing certain locations as inappropriate for tutoring. The committee will not recommend any attempt to charge tutors for their library use at this time. There was also a short discussion on limiting the number of consecutive hours of use of the small meeting room by a single individual or group of individuals.
- **Personnel:** At 6:04 pm. Patrice Cummings moved to go into executive session to discuss staff issues, seconded by Valerie Zanardi and carried. At 6:45 pm the meeting returned to public session.

Minutes: The April minutes were approved as submitted.

Treasurer’s Report and Bills: In Mark Krook’s absence, Rich Diegnan presented the Treasurer’s Report and bills. Mr. Diegnan 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. Diegnan moved to approve the Treasurer’s Report, to pay the new bills received from May 1-21, 2019, and to ratify the payment of bills received and paid from April 17 -30, 2019. Lucy Orfan seconded the motion, which carried by unanimous roll call vote.

Committee Reports continued:

- **Finance:** Mr. Diegnan said that the Finance Committee had heard Ms. Arnold's plan to hire a replacement for Pat Kennedy-Grant as circulation manager. With an expected lower salary for the replacement position, Ms. Arnold proposed to increase the hours of administrative assistance (now well below the hours that had been promised). There may be a small budget gap this year, but long-term the plan will be budget-neutral. The Finance Committee supports this plan and leaves it to Ms. Arnold to implement. The Finance Committee also believes that the truly "restricted" funds should be spent down as quickly as is reasonable, in accordance with the donor's wishes. The Finance Committee discussed several options for the non-restricted portion, and there will be further discussion at a future board meeting.
- **Long-Range Planning:** Patrice Cummings said that the Planning Committee will address pending issues in September, and that Ms. Arnold had requested that board discussions of joining MAIN be postponed until March, 2020, in part because of the unexpected retirement of Ms. Kennedy-Grant and the related issues.

Public Participation:

Ms. Thompson read brief reports from the Friends (the April concert was a great success, as was the Volunteer Luncheon; the Senior Breakfast is scheduled for June 5); and from the Foundation (new campaign letter has been mailed and donations are coming in).

Communications: Ms. Arnold shared the letter thanking AAUW and the list of materials purchased with last year's donation.

Unfinished Business: Mary Jane Canose said that the borough had received no bids on the roof equipment needed for downstairs air conditioning and would be resubmitting a bid request to include both the air conditioning and the roof replacement; there will be a 30-day period between advertising for the bids and opening them. Patrice Cummings said that the joint donor list is still being corrected.

New Business:

Ms. Thompson asked the board to consider individuals who might make good members of the Board of Trustees, as there will be at least one vacancy this December and others to follow.

The meeting adjourned at 7:11 pm.

Respectfully submitted,

Terry A. Thompson, President