

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

Attendance: John Bertoni (by telephone), Patrice Cummings, Gretchen Dempsey, Richard Diegnan, Mark Krook, Lucy Orfan, Terry Thompson and Valerie Zanardi were present. Mary Jane Canose was absent. Alexandria Arnold, Executive Director, Bernardsville Public Library, and Nancy Verduin, President of the Friends of the Bernardsville Library, were also present.

President Terry Thompson called the Board of Trustees (“Board”) meeting to order at 5:35 p.m. and read the Open Meeting Notice, followed by the roll call.

Minutes: The October minutes were approved with a change to the proper date in the footer on the second page.

Director’s Report: There was a brief discussion of the rules that had just been released for the Library Construction Bond Act; there will be a further discussion at the December meeting when all trustees have had a chance to read the rules. There was also a brief discussion of the roof replacement, which had not begun as of the date of the meeting. Ms. Arnold said that the borough intends to cover the cost of repairing the interior leak damage, in the Community Room and elsewhere.

Treasurer’s Report and Bills: Mr. Krook presented the Treasurer’s Report and bills, noting that there again was nothing exceptional this month, that the library has received a check from the Foundation for \$25,000 but that the last installment from the borough has not yet been received. The Finance Committee recommends that we ask the Foundation for \$20,000 as a final payment for 2019 and ask them to add the \$5000 to the endowment. Mr. Krook does not expect a draw on the reserves in December but does expect the budget spending to be on target. Mr. Krook moved to approve the Treasurer’s Report, to pay the new bills received from November 1-19, 2019, and to ratify the payment of bills received and paid from October 16-31, 2019. Mrs. Zanardi seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: Mr. Krook reported that the Finance Committee met on November 18 and prepared a draft budget for discussion. The draft budget proposes that we place additional funds in the “MAIN” consortium reserve and also that we reduce our asks to the Borough and to the Foundation for 2020, based on the fact that we generally have personnel turnover during the year that brings our personnel costs below the amount that full staffing throughout the year would require us to budget for. After discussion and some further changes, the Board will consider the budget for approval in December and present to the borough.

Personnel: Mrs. Zanardi has sent Ms. Arnold’s input for her annual review to the Board.

Planning: The committee met on November 14, addressed the mission statement, which may be updated. Mrs. Cummings reviewed the goals for 2020 as discussed by the Planning Committee.

Policy: no meeting.

Public Participation:

Friends: had a successful celebration of National Library Week, including raffles and a social media campaign. The guitar concert was a great success, and there will be a holiday concert on December 22. The planning for the mini-golf event is going well, with all 18 holes sponsored. They have included Far Hills in their mailing list for the fund raising letter.

Foundation: In Ms. Brown-Witt's absence, Ms. Thompson reported that the Foundation would like to hold its next beer and wine tasting fundraising event at the library. The Board had no objection. The Foundation would like the Board and the Borough Council to help contact merchants for support of the fundraising event. The Board was unanimously negative with respect to this suggestion, and believed that the Borough Council would also be negative. The Board suggested that the Foundation become more involved with the Chamber of Commerce and Downtown Bernardsville in order to find local support.

Communications: Ms. Arnold circulated a thank-you from a patron for the "Tea and Conversation" event.

Unfinished Business: Mrs. Cummings reported on the Cultural Arts Committee's plans for murals on the bridge over the railroad tracks, which may include both the old and the current library. She also collected checks from board members to pay for a hole at the Friends mini-golf event.

New Business: none.

At 6:54 pm, Mrs. Zanardi moved to go into executive session to discuss personnel matters. Mr. Diegnan seconded the motion, which carried.

At 7:30, the meeting returned to public session, and the meeting adjourned at 7:31 pm.

Respectfully submitted,

Terry A. Thompson, President