

**Minutes of the Board of Trustees Meeting
Bernardsville Public Library
December 17, 2019**

Attendance: John Bertoni, Mary Jane Canose, Patrice Cummings, Mark Krook, Lucy Orfan, Terry Thompson and Valerie Zanardi were present. Gretchen Dempsey and Rich Diegnan were absent. Alexandria Arnold, Executive Director, Bernardsville Public Library, Leslie Brown-Witt, President of the Bernardsville Library Foundation, Nancy Verduin, President of the Friends of the Bernardsville Library, and Kathy Redling, a member of the Bernardsville Environmental Commission, 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.

Public Participation:

Kathy Redling, for the Bernardsville Environmental Commission, described the plan to install a rain garden on the borough property at the edge of the library parking lot facing the old library building, in order to capture and absorb more of the estimated 2 million gallons per year of stormwater runoff from the parking lot. The plan was prepared through a grant to the Environmental Commission, and the Borough will fund the construction and maintenance. The plan has been reviewed by the Bernardsville Garden Club, which maintains the plantings around the library.

Friends: Nancy Verduin reported that the Friends will have a holiday concert featuring the Navesink Brass Quintet on December 22. The mini-golf event planning is going well, licenses have been secured, and the fund-raising campaign responses are on track.

Foundation: Leslie Brown-Witt said that their QuickBooks problems had been resolved; that there had been two resignations from the Foundation board (Patricia Farrell, due to business travel, and Bob Frawley, for family reasons) but that the Foundation was looking forward to welcoming Donna Meade to the board. Donna has significant fund-raising experience as head of the JFK Hospital Foundation but is retiring in March, and will work on the endowment. The beer and wine tasting fundraising event came in under budget, but contributions were up so the Foundation reached its overall budget goals for 2019.

Minutes: The November minutes were approved with two changes suggested by Mrs. Cummings.

Director’s Report: In addition to her written report, Ms. Arnold reported that there would be training in January for staff members. Mrs. Cummings asked whether the grant from St. John’s on the Mountain would cover the entire costs of ESL, and the answer was yes.

Treasurer’s Report and Bills: Mr. Krook presented the Treasurer’s Report and bills, noting that we were at 92% of budget, but that the computer line would include the annual Polaris bill by end of year so that that line would be at budget also. Mr. Krook said that the library would

not need the full \$25,000 final installment from the Foundation this year, that \$20,000 would be enough, and asked that the Foundation place the \$5,000 in the endowment. Mr. Krook moved to approve the Treasurer's Report, to pay the new bills received from December 1-17, 2019, and to ratify the payment of bills received and paid from November 20-30, 2019. John Bertoni seconded the motion, which carried by unanimous roll call vote.

Committee Reports:

Finance: Mr. Krook discussed the final draft budget to be presented to the borough. 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. Mr. Krook said that if we were fully staffed throughout the year, the Borough Finance Committee had indicated last year that they would consider an increase to cover the shortfall. Mr. Bertoni moved to approve the draft budget, seconded by Valerie Zanardi and carried. Mr. Krook asked Mrs. Canose about the progress on the revised Memorandum of Understanding between the borough and the library, she said it was still in the works.

Personnel: to be discussed in executive session.

Planning: no meeting.

Policy: no meeting.

Nominating: Lucy Orfan announced the following slate of officers, to be elected at the January meeting, when nominations from the floor, if any, will also be considered.

President: John Bertoni
Vice-President: Patrice Cummings
Secretary: Terry Thompson
Treasurer: Mark Krook

Communications: none.

Unfinished Business: After discussion, the Board concurred with Ms. Arnold's conclusion that we did not need to hire an architect for the Construction Bond Act submission, as the door replacements qualify as repairs under the Act. Mrs. Cummings made a brief report on the progress of the murals on the bridge over the railroad tracks.

New Business: Mrs. Cummings moved to decommission the computers listed in the agenda as no longer needed for public service; Mr. Krook seconded the motion, which carried. The Board concurred in Ms. Arnold's and Ms. Thompson's request to send a letter to support a grant application to Safe Streets for help in bicycle lane planning.

At 6:25 pm, Mrs. Orfan moved to go into executive session to discuss personnel matters. Mrs.

Canose seconded the motion, which carried.

At 7:10 pm the meeting returned to public session and adjourned.

Respectfully submitted,

Terry A. Thompson, President