

Friends of the Bernardsville Public Library Board of Directors



October 2, 2019 Agenda Minutes

Attendance: Nancy Verduin, Bob Baker, Nancy Goguen, Shura Arnold, Jerry Clark, Jamie Bertoni, Amy DeMilt, Victoria Oliveira, Lori Pakrul, Gerry Donovan, Deb Heimerl, Dan Lincoln, Steve Autenreith, Terry Thompson (BOT)

Absent: Denis Dooley, Jose Borbolla, Pam Isenberg, Gladis Menare, Pat Carroll, David Larkin

I. **President remarks**-Nancy V

- Need volunteers to attend for Friends Patio Pocket Party 10/15/19 4-5pm – Jamie has volunteered
- Mural project- see information at end of agenda for more details; would like folks to attend if possible. Would like Library to be respresented in the mural.
- Thanks to all who participated in the lottery ‘basket’ and to Pat for putting it together. And to those who were able to attend. It was a fun evening.
- November 6th is our annual meeting:
 - o Class of 2019- no one needs to roll off;
 - o Assuming all committee chairs will continue as is unless you advise otherwise.
 - o 7:00 PM start, cake, followed by regular meeting.
- Jerry has expressed interest in the Program committee.

II. **Vice President** – vacant

We are still in need of someone who can assist in the VP spot and co leaders for Public Relations.

III. **Recording Secretary**- Amy

Sept Meeting Minutes submitted for approval.

IV. **Correspondence** – Nancy G

Thank you from the Foundation

V. **Treasurer’s report**- Bob Baker

September \$100 donation
\$500 golf sponsorship Camp BowWow
\$100 food and drinks donation
\$573 dividends
.82 from Amazon
\$59 ice cream social
\$91 from last Sunday donation jar at the event

Total given to library for programs \$1960

All items within budget; went over on Youth award and a bit over on Volunteer recognition; otherwise unremarkable.

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Finance Committee meeting taking advantage of capital gains; sold 3 of the mutual funds in the restrictive capital fund. The \$112k earned from the sales of these 3 mutual funds was placed in the current money market fund that resides in the restricted capital funds. Still have \$173,200 in two equity mutual funds and two bond mutual funds.

Per Gerry – Bob has done an extraordinary job this year.

\$1200 D&O policy just came in – 3 year policy; will come up for renewal next year. Most likely will increase perhaps by \$200 should earmark for next year.

VI. **Library Update-** Shura Arnold

Has been working on library budget and will be working with Finance Committee soon. Fully staffed – 2 new hires at circulation desk.

Pocket Park Patio Party – 10/15 – in response to Boro’s survey folks requesting a “pocket park”; makes use of the space and open to the public. Refreshments will be served.

Will be defining space with banners: 6 reading man banners, library, Friends and the Foundation each bought a banner reflecting the support.

VII. **Reports by committee chairs-**

1. Programs- Dan/ Pat

- Movies
 - a. Sept movie – First Reformed: attendees – had about 10 people.
 - b. Oct movie 10/25- Long Shot (2019)
 - c. Need new flyers for the Oct/Nov movies – sandwich boards will be out but no flyers – Dan is away.
- Concert - Dan
 - a. 9/27- recap 65-70 people; lots of energy.
 - b. November 3– classical/flamenco
 - c. Change to Dec Concert- 12/22 Navesink Brass Quintet, Moorestown, New Jersey, brass ensemble will play holiday music. Ringers fell through

2. Finance- Gerry

- Reviewed the 2020 Budget and changes to the investment policy.
- FBL Board recognizes that the August 2019 year to date unrealized capital gains of \$43,000 were extraordinary and unlikely to be repeated.
- The Finance Committee was tasked with reviewing FBL’s investment portfolio in September.
- The Finance Committee decided to reduce the portfolio risk and allocated \$118,000 of forecast 18 month capital spending to guaranteed cash investments, in addition to recommending a switch from long duration/maturity bonds to short duration bonds.
- The Operating Fund has its own cash fund for near term spending of approximately \$20,000 to \$30,000.
- However, to safeguard against inflation, the Finance Committee decided to increase the equity portion of the remaining Operating Fund and Capital Fund to 55% Equity and 45% Bonds

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from the current policy of 45% Equity 50% Bonds and 5% Cash. As the \$118,000 cash equals 40% of the Blumenschine Fund, this effectively reduces the new equity to 33% new policy vs 45% old policy and the new bonds to 27% new policy vs 50% old policy.

- These changes were approved at the FBL October meeting.
- The written FBL Investment Policy is currently under further review.

The budget presentation included a draft resource plan in answer to the previous meetings discussion. On seeing the resource plan, the Board decided it was not helpful and should be excluded from the Budget document. Gerry undertook to distribute the Final Budget so that it could be reviewed and approved at the November 6 meeting.

Terry questioned whether FBL should include non-cash donations in public filings. Gerry and Bob undertook to investigate whether it was legally required to report food, drinks and supplies prepared or purchased by FBL board members for Adult Programs. Gerry had costed that at approximately \$800 for 2019: Concerts 5x\$70=\$350, Movies 12x\$10=\$120; Seniors Breakfast & Volunteer Lunch \$310; Ice cream social \$20. It was noted that the fair market value of Mini-Golf raffle items may need to be recorded instead of the ticket sales only. This would require reporting a gain or loss on the raffle items (FMV - Sales). Again, Gerry and Bob to investigate IRS code for full compliance and report back to the FBL Board.

3. Fundraising- Jamie/ Debbie –

A Hole Lot of Fun- Feb 8th 2020 have already confirmed for next year:

-Affinity, Bernardsville Inn, BRCC, Camp Bow Wow Bridgewater, Elite Taxi & Limo, Ludlow, Richard & Susan Diegnan, the Friends hole, York Optical (9 of 18 holes), plus 3 more commitments if we need holes covered. Plus Regent Atlantic we think is at least a hole and possibly Roselle Bank (pending approval). That would be 13 of 18 holes at this stage. We need 5 more.

-Pending from last year NGC.

-Negative responses from last year's holes- Kumon, First Energy (No longer eligible).

Basket Raffle: The Pretty Pink Rooster, Party Package, Camp Bow Wow, Sherwin Williams, Bookworm, Vine (likely)

Other: \$100 donations (Basking Ridge Animal Hospital), Connection Magazine ad, Bernardsville News ad discount (\$500), 56 Degrees discount, likely Old Mill Inn for lodging, Bernardsville Print discount.

No response from second contact with Chamber of Commerce.

Plaza Tikal, Asia Delite are committed for food.

Campaign: Letter is complete – will be going to printer late September with late October targeted for mailing.

4. Public Relations- Subcommittee met (Bob, Pam, Nancy G, Gerry, Jose, Gladis, Victoria & Nancy V)

- New bookmarks for Oct/Nov
- October Friends of the Library event Oct 20-26

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- Helium balloons and posters where the Friends sponsorship can be found in the library
- Basket raffle adult/youth option with tickets given take out a book/movie, etc. The raffle ticket will ask for 3 ways the Friends supports the library. Must be completed to win.
- 2 posters 18x24 in center aisle
- Need to fill (sand, candy, golf balls...) large Vessel to reflect level of donations – golf balls would tie into mini-golf. Agreed to purchase green balls
- Proposed budget spend: \$50 balloons, \$125 raffle prizes, \$60 signs, \$25 fill (golf balls)
- SOCIAL MEDIA LIKE CAMPAIGN - \$1 donated to the library for every social media “Friend” received during celebration week- up to \$1,300 (\$350 signs for children’s area, \$700 chair, \$1,000 both, \$1,300 Smart Board). Flyers will be posted around town.

5. Nominating- Nancy G

Still looking: - PR Chair - VP position

6. Volunteer Recognition- Lori – Candy in December

VIII. Public Comments

Board of Trustees- Terry – Boro received bids and will award soon on the roof. Not sure if it will be addressed prior to winter. BOT is attempting to persuade Boro that the Boro’s procedures for submission of indoor/outdoor expenses too complex; proposing they do outside and we do inside.

Next board of Directors: **Annual meeting 11/6 7:00 PM followed by regular meeting 7:30**

Friends of the Bernardsville Public Library Key Dates 2019

Meetings

December 4- mini Golf

January 8, February 5, March 4 ,April 1, May 6, June 3, July 1, August 5, September 2, October 7, November 4

Concerts:

November 3,

Flamenco Guitar

December 22

Navesink Brass Quintet, Moorestown, New Jersey

2020 proposed concert dates

Feb. 23, April 26, June 5 (Seniors day), Sept. 27, Nov. 1, Dec. 6

Annual Campaign: October 2019

National Friends of the Library Week: October 19-26

Meeting agenda topic key dates:

1. October
 - Finance- Budget 2019 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2018 finalized
2. November

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- Annual meeting
 - Budget approval
 - Committee Chair/Officers
- 3. December
 - Mini Golf meeting only

Current 2019 Committee Assignments/Task Forces

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

Note: Dan & Gerry are 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.
 Gladis is posting on social media for all committees/events.

Mural Project:

Below is a photo that Olivia Manning of Downtown Bernardsville sent me showing exactly where the mural will be painted. As you can see it is going to be painted on the two cement walls on the bridge that is over the train tracks close to the center of town, which are approximately 50' x 6'. All of this is being overseen by artist Caren Frost Olmsted www.cfodesign.com. If you go to <https://www.cfodesign.com/?cat=4> you can see examples of the many murals/community projects that Caren has overseen.

There will be a community-wide Downtown Alliance meeting of downtownbernardsville.org on **Wednesday, October 16, from 6:30-8:30 in the Bernards High School Cafeteria** with Caren Frost Olmsted, to get community input on suggestions for the mural. Mural suggestions will come from those who attend the meeting, with the goal of representing what is important, relevant, and cherished about our town.

Volunteers from the Bernardsville Community will be encouraged to sign up to help paint the wall in May. The anticipated painting days are in May, 2020, leading up to a "reveal" on Memorial Day following the Parade and the Ceremony at Borough Hall.

All are welcome to attend the October 16 Meeting at BHS Cafeteria, and give their input on what will be an exciting community-wide program. We are hoping that the Bernardsville Library will somehow be represented in the mural.

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