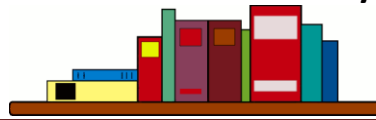


# Friends of the Bernardsville Public Library Board of Directors



**November 6, 2019  
Annual Meeting**

**In attendance:** Jose Porbolla-Escoboza, Gladis da Silva-Menare,, Nancy Goguen, Bob Baker, Victoria Oliveira, David Larkin, Shura Arnold, Jerry Clark, Gerry O'Donovan, Dan Lincoln, Debbie Heimerl, Lori Pakrul, Steve Autenrieth, Pam Isenburg, Patrice Cummings, Nancy Verduin

**Not in attendance:** Pat Carroll, Jamie Bertoni, Amy DeMilt,

Call meeting to order- Nancy Verduin

Recognition of Denis Dooley's years on the board.

Report of the Nominating Committee- Nancy Goguen

Candidates for Board members (officers and chairs to be discussed in reorganization meeting)

Current slate of board members in class of 2019 approved for another 3 year period

Finance Committee-

--Presentation of the 2020 Annual Budget- Gerry O'Donovan

Final 2020 budget was presented with comparative prior year actuals for 2017 to 2018 and a forecast for 2019. The final budget, as previously reviewed, was adjusted for a re-class to cash / guaranteed funds of \$110,000 at December 2019 from capital investments. Included:

- Executive summary provides a high level summary of the funds, revenue and expenses.
- Pages 1-4 Budget Revenue Expenses and Balance Sheet – Treasurer Format
- Pages 5-6 Summary by Operating Fund and Capital Fund
- Pages 7-8 Assumptions and Notes on FBL Fundraising and Administration Costs
- Pages 9-10 Assumptions and Notes on Library Gift Expenses greater than \$1,000

Budget will be reviewed in 6 months to ensure that budget and expenses are as planned or if adjustments are needed.

Updates to budget:

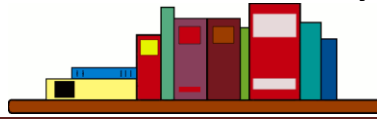
- ESL- full funding request to St John on the Mount for 2020 is pending (The Friends may be asked to as a partner for funding in 2021 and beyond)
- Consortium decision is pending and may or may not move forward.

Budget was approved by unanimous vote.

-Next steps

Thank you to the finance committee and to Gerry for the presentation of numbers and work to improve our process.

# Friends of the Bernardsville Public Library Board of Directors



## Reorganization meeting

**In attendance:** Jose Porbolla-Escoboza, Gladis da Silva-Menare,, Nancy Goguen, Bob Baker, Victoria Oliveira, David Larkin, Shura Arnold, Jerry Clark, Gerry O'Donovan, Dan Lincoln, Debbie Heimerl, Lori Pakrul, Steve Autenrieth, Pam Isenburg, Patrice Cummings, Nancy Verduin

**Not in attendance:** Pat Carroll, Jamie Bertoni, Amy DeMilt,

President remarks- Nancy Verduin

Committee assignments 2020- please select 2

- Volunteers needed for Program, Nominating, and Volunteer recognition

Openings:

- Denis 1 year term class of 2020
- Vice President, PR Co Chairs
- Ideally all committees have 2 co- chairs for continuity

Public Comments

Patrice Board of Trustees comments (Patrice):

- Beginning process for budget.
- Town meeting to discuss the mural project was well attended and a starting list of topics was developed. There is interest in having the library included in the mural. There is an on line survey they will be shared so that we can support the suggestion to have the library as part of the mural.

Foundation (Shura/Patrice): Fund raiser numbers pending final tally (approximately 150 attending)

Vice President Remarks- Vacant

Recording Secretary- Amy

October minutes, no further updates

Correspondence – Nancy G

No incoming correspondence

Treasurer's report- Bob Baker

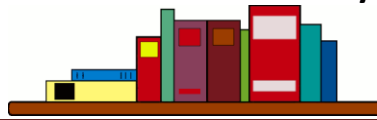
Financial highlights:

- Donations – Campaign (Note: to date \$8,085 since October, 48 donations, 6 of which are new donors)
- A Hole Lot of Fun revenue has been posted for holes and monetary donations

Expenses

- \$3,900 to library
- \$1,227 for D&O insurance premium
- Campaign expenses- \$480
- National Friends of the Libraries Week expenses

# Friends of the Bernardsville Public Library Board of Directors



## Fidelity:

- \$1,160 dividend income from Fidelity investments

Investment adjustments are continuing based on the agreed to policy.

## Library Update- Shura Arnold

- Patio Pocket Park Party- very successful with over 50 individuals attending. A sign pointing up the walk would be helpful to direct people to the park. The 'season' for the park is almost over and will be closed until spring, when it will be updated with new plants, etc.
- Building- round lights are to be replaced by end of the year
- Youth services refresh- new tables and chairs for the gaming area and the wall on the parking lot side will be painted a blue. The project will be completed in the next 10 days or so.

## Reports by committee chairs-

### Nominating- Nancy Goguen

Officers- Nominating all offices and chair /co- chairs in existing roles

Additional board seats- looking for candidates

### Fundraising- Debbie (Jamie)

Campaign subcommittee

- The campaign letters were mailed and not yet returned.
- We received a nice compliment on our letter from Karen Brodsky:

*I just wanted to tell you that your Friends letter is the best I've ever read! Fabulous! - Karen*

Congrats to Debbie and Lori on a job well done.

Mini Golf discussion- Nancy

-Updated statistics to be supplied at meeting

-Sign up for committees

- Thanks to all who have lined up sponsors! Special Thanks to Jerry (6 holes!)

### Volunteer Recognition- Lori

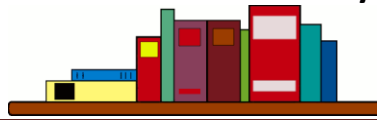
- 12/9/19 to put together for Goodie bags. Please bring a bag of holiday candy. Lori and Dan to make/bring cookies.
- Madrigals 12/10/19 3:15

### Programs- Dan/Pat

Movie Oct Recap: 6 attendees. We received some concerns as to the rating of the movie and we should include in future publicity.

Next movie: **November 22** : Our movie this month is the classic "To Kill A Mockingbird" (1962) based on Harper Lee's Pulitzer Prize-winning autobiographical novel. Set in a small Alabama town in the 1930s, the story focuses on scrupulously honest, highly respected lawyer Atticus Finch, magnificently

## Friends of the Bernardsville Public Library Board of Directors



embodied by Gregory Peck. Finch puts his career on the line when he agrees to represent Tom Robinson (Brock Peters), a black man accused of rape

**December 13<sup>th</sup>** Our movie this month is “Yesterday” (2019). Jack Malik (Himesh Patel) is a struggling singer-songwriter in a tiny English seaside town whose dreams of fame are rapidly fading, despite the fierce devotion and support of his childhood best friend, Ellie (Lily James). Then, after a freak bus accident during a mysterious global blackout, Jack wakes up to discover that The Beatles have never existed... and he finds himself with a very complicated problem.

Flyers if you have time to post in town

**Sunday @ Three Concert:** November Recap- Gladis Classical Guitarist approximately 70 attendees and \$70 in donations

**Next concert: December 22.** The Navesink Brass, a professional brass quintet, will perform a special multicultural holiday concert for this “most wonderful time of the year”! They will be celebrating Christmas in England, Hanukkah and Kwanzaa. The ensemble will perform “Feliz Navidad” with a special Latin flair, and “Umoja: The First Day of Kwanzaa” by Valerie Coleman will also be featured. For those with a more classical outlook, the quintet will perform “Jesu, Joy of Man’s Desiring” by J. S. Bach. Formed in 1992 in Red Bank, NJ, the ensemble is comfortable with all styles of music from the Renaissance to Jazz and Rock.

Gladis created a flyer which includes English and Spanish, Dan will distribute in early December.

Dan is working on 2020 concerts.

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

#### National Friends of the Library Week- Recap

- Thank you to the committee. The display was great!
- Raffle:
  - 10 Youth: Bernie Dominquez
  - 12 Adult: Elizabeth La Duc
- Number of new Friends: 84 Requested approval for gifting \$350 Signs for Children’s area even though totals not reached. Approved
  - We could use Face Book to get out to more users i.e. \$25 to reach 3,000 households
  - Email addresses- prize of cookie recipe, start to develop a list of attendees to programs or buy a CD of the group as the prize.
  - Giving Tuesday (emails)
  - Put letter on Facebook with link to pay pal

Old Business/new business-

Next board of Directors: Dec 5<sup>th</sup> Mini Golf  
January 2, 2018 full meeting

# Friends of the Bernardsville Public Library Board of Directors



Current 2019/2020 initial Committee Assignments/Task Forces

| Finance                        | Fundraising                                 | Nominating       | Programs/ Movies           | PR/ National Friends       | Volunteer      | Campaign |
|--------------------------------|---|------------------|----------------------------|----------------------------|----------------|----------|
| David Larkin<br>(Co chair)     | Jamie Bertoni<br>(Co Chair)                 | Nancy Goguen     | Dan Lincoln<br>(Co Chair)  | Vacant                     | Lori Pakrul    | Lori     |
| Gerry O' Donovan<br>(Co Chair) | Debbie Heimerl *Co<br>chair- correspondence | Steve Autenrieth | Pat Carroll<br>( Co chair0 | Bob Baker                  | Debbie Heimerl | Nancy    |
| Bob Baker                      | Steve Autenrieth                            | David Larkin     | Steve Autenrieth           | Jose Borbolla-<br>Escoboza |                | Debbie   |
| Debbie Heimerl                 | Pat Carroll                                 |                  | Jerry Clark                | Gladis da Silva-<br>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. |

## Friends of the Bernardsville Public Library Key Dates 2020

### 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 18-24

### Meeting agenda topic key dates:

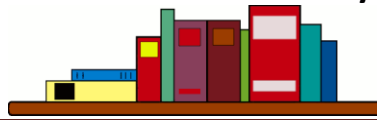
#### 1. January:

- Finalize committees
- Donor acknowledgement letters sent
- Finalize A Hole Lot of Fun
- Updates to the operating manual

#### 2. February

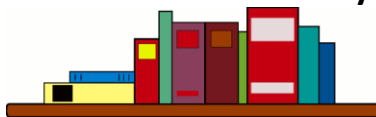
- Volunteer committee preliminary ideas for May Volunteer Week events

## Friends of the Bernardsville Public Library Board of Directors



- Public Relations committee preliminary planning
- 3. March
  - Fundraising committee preliminary planning
  - Campaign task force preliminary planning
- 4. April
  - Volunteer recognition event
  - Volunteer committee- Junior Recognition award planning
  - Fundraising committee 2018 plans formalized
- 5. May
  - Programs- Senior breakfast planning
  - Public Relations- Newsletter July/Aug
  - Friends Celebration task force initial meeting
  - Campaign Planning update
- 6. June
  - Junior Recognition award event
  - Senior breakfast
- 7. July
  - Fund raising update
  - Public Relations- Newsletter Sept/Oct
  - Friends Celebration task force plans formalized
- 8. August
  - Finance-Initial Budget development
  - Fund raising update
  - Develop and finalize annual letter
  - Finalize campaign details/ letter/listing
- 9. September
  - Finance- Preliminary Budget 2019 presented
  - Nominating committee- initial discussion officers and committee chairs for 2019
  - Public Relations- Newsletter Nov/Dec (this is the annual letter)
- 10. October
  - Finance- Budget 2019 finalized
  - Campaign letter sent
  - Friends week celebration
  - Nominating committee- officers and committee chairs for 2018 finalized
- 11. November
  - Annual meeting
    - Budget approval
    - Committee Chair/Officers

# Friends of the Bernardsville Public Library Board of Directors



## Friends of the Bernardsville Public Library – 2019-Roster

| <b>Officers:</b>          |                           |                             |                                  |                            |                       | <u>Home</u>  | <u>Cell</u> |
|---------------------------|---------------------------|-----------------------------|----------------------------------|----------------------------|-----------------------|--------------|-------------|
| President                 | Nancy Verduin (Craig)     | 2021                        | nhverduin@gmail.com              | 50 Ambar Place             | 221-0572              | 265-4818     |             |
| Vice Pres.                | Vacant                    |                             |                                  |                            |                       |              |             |
| Treasurer                 | Bob Baker (Rosalie)       | 2021                        | robert.baker@verizon.net         | 61 Olcott Avenue           | 953-9482              | 884-8045     |             |
| Record Sec./              | Amy DeMilt (William)      | 2019                        | amydemilt@verizon.net            | 23 Stevens Street          | 672-6297              |              |             |
| Corrsp.Sec.               | Nancy Goguen              | 2020                        | n_goguen@yahoo.com               | 142 Old Army Road          | 696-0805              | 304-8335     |             |
| <b>Committee Chairs:</b>  |                           |                             |                                  |                            |                       |              |             |
| Finance                   | David Larkin (Kathryn )   | 2019                        | david.s.larkin@ml.com            | 19 Burrows Ave             |                       | 370-7423     |             |
| Co Chair                  | Gerry O'Donovan (Seos)    | 2021                        | gtdonovan@gmail.com              | 81 Mountaintop Rd          |                       | 256-5022     |             |
| Fundraising               | Jamie Bertoni (John)      | 2021                        | ibertoni1@verizon.net            | 36 Locust Drive            | 766-5066              | 507-7961     |             |
| Co chair                  | Debbie Heimerl (Wolfgang) | 2020                        | heimerllawfirm@att.net           | 27 Highview Avenue         | 766-2916              |              |             |
| Nominating                | Nancy Goguen              | 2020                        | n_goguen@yahoo.com               | 142 Old Army Road          | 696-0805              | 304-8335     |             |
| Program                   | Dan Lincoln (Kate)        | 2019                        | dwlincolnra@yahoo.com            | 28 Olcott Avenue           | 204-0088              | 285-1915     |             |
| Co Chair                  | Patricia Carroll (John)   | 2019                        | patcarrollmail@gmail.com         | 55 Anderson Hill Road      |                       | 973-885-7393 |             |
| Public Rels.              | Vacant                    |                             |                                  |                            |                       |              |             |
| Vol. Recog.               | Lori Pakrul (David)       | 2021                        | lpakrul@yahoo.com                | 66 Old Army Road           | 953-0805              | 448-9849     |             |
| <b>Board Members:</b>     |                           |                             |                                  |                            |                       |              |             |
|                           | Stephen Autenrieth (Lois) | 2020**                      | autenrieth@att.net               | 18 Columbia Drive          | 766-3362              |              |             |
|                           | Jose Borbolla (Gladis)    | 2019                        | irborbolla@yahoo.com             | 45 Mullins Lane            |                       | 862 200 8010 |             |
|                           | Jerry Clark               | 2020                        | jerryclarke128@gmail             |                            | 647 9156              | 655-5035     |             |
|                           | Denis Dooley (Katie)      | 2020**                      | djdii@juno.com                   | 17 Olcott Avenue           | 766-3034              |              |             |
|                           | Pam Isenburg              | 2020                        | iiinc@yahoo.com                  | 171 Campbell Rd; Far Hills | 07931 766 5275        | 625-6270     |             |
|                           | Gladis Menare (Jose)      | 2019                        | dagladis@hotmail.com             | 45 Mullins Lane            |                       |              |             |
|                           | Victoria Oliveira (John)  | 2021                        | veoliv@aol.com                   | 48 Chilton Street          | 908 247 1319          |              |             |
| <b>Library Director:</b>  |                           |                             |                                  |                            |                       |              |             |
|                           | Alexandra (Shura) Arnold  | Main Library # 908-766-0118 | aarnold@bernardsvillelibrary.org | Director's Office #        | 766-0659              |              |             |
| <b>Board of Trustees:</b> |                           |                             |                                  |                            |                       |              |             |
|                           | Patrice O'Regan Cummings  | Vice Pres. & Liaison        | patriceocummings@me.com          | 34 Spruce Place            | 204-0359              | 962-4871     |             |
| <b>Foundation</b>         |                           |                             |                                  |                            |                       |              |             |
|                           | Leslie Brown-Witt         | Chair                       | lbrownwitt@aol.com               |                            | (Office) 908-766-4988 |              |             |