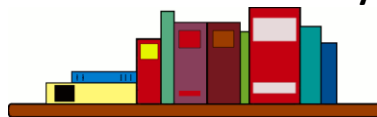


Friends of the Bernardsville Public Library Board of Directors



February 5, 2020

Minutes

In attendance: Jose Borbolla-Escoboza, Gladis da Silva-Menare,, Nancy Goguen, Bob Baker, Victoria Oliveira, David Larkin, Shura Arnold, Dan Lincoln, Debbie Heimerl, Lori Pakrul, Steve Autenrieth, Patrice Cummings, Nancy Verduin, Pat Carroll, Jamie Bertoni

Not in attendance: Amy DeMilt, Jerry Clark, Gerry O'Donovan, Pam Isenburg

Call meeting to order- Nancy Verduin

I. **President remarks**-Nancy V

- Thanks to everyone for their time, generosity and work to date on the upcoming Mini-Golf fundraising event.
- Board committee manuals were sent to the respective chairman for review.
- Stated that the board received a revised proposal for equipment from Tammy Shaw the Children's Librarian. The proposal was originally for signage but is now revised to purchase book bins that will provide additional storage and promotional display. The cost of the revised proposal is \$25.00 above the already approved \$300.00 for the signage. The Board approved a motion by D. Heimerl, seconded by L. Pakrul, with all others in favor except for one abstention (D. Lincoln) for the purchase of the bins and additional cost.

II. **Vice President** – vacant

- We are still in need of someone who can assist in the VP position.

III. **Recording Secretary** – Amy (absent)

- January minutes submitted and approved with the updates as provided in email. Revised minutes to be released and posted.

IV. **Correspondence** – Nancy G

- No correspondence.

V. **Treasurer's report**- Bob Baker

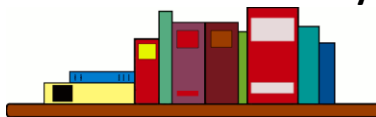
- Income from donations totaled \$2,412 in January.
- Income for Mini-Golf event totaled \$3,560 in January; payments for three holes are outstanding.
- Total given to library for programs was just under \$7,000.
- Bob issued a 1099 to Rick from the Mini-Golf company for 2019 services.
- Capital loss of \$487 on Fidelity investments.
- To date, received \$30,200 in capital campaign donations from 169 donors, of which, 20 are new donors.
- The bank accidentally charged a maintenance fee. Bob is working with them to recover it.

VI. **Library Update**-

Shura Arnold

- Staff is prepping the library for the Mini-Golf event, such as moving computer monitors so space may be utilized.
- The library will close at 4:00PM Friday, February 7, for set up. Library staff will be on hand during the day, and Tammy and Shura for the evening event. Three teen volunteers are expected on Sunday to help with clean up.
- Community room must be cleaned out Saturday evening for Sunday's community wellness event.
- Working on the March 1, 20th building anniversary celebration. Will be giving out pencils.
- Still working on facility improvements. Recently recovered over 20 mismatched and worn chairs for \$140.

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VII. Reports by committee chairs-

Nominating- Nancy G

- No new nominees, still looking to fill the Vice President role.

Finance- Gerry and Dave

- Nothing to report.

Programs- Dan and Pat

- The next "Sunday at 3" concert will feature the "City Winds Trio"; signup sheet for set up, take down and refreshments was distributed.
- The January movie, "Farewell", was well attended (about 17).

Public Relations- Gladis and Jose

- Publicity for all upcoming events and thank you comments were published.
- Currently working on Mini-Golf social media updates including menu, invite and other upcoming February events.
- Need to work on next event publicity bookmark for events scheduled for the next few months.
- Jose suggested an Amazon Smile campaign to increase use among library patrons.

Volunteer Recognition- Lori

- Next event is the May 4, Volunteer Luncheon. Will need to replenish supplies and replace flower vendor due to Walter's Garden Center closing.

Fundraising- Debbie and Jamie

- Mini-Golf update follows.

Public Comments –

Patrice Cummings (Board of Trustees)

- Patrice reported that the Foundation fundraising – letter campaign and wine tasting event – met the target when combined. Foundation is looking to host a similar wine tasting event onsite in 2020.
- The library finished the year on a good note financially due to Shura running the library well.
- Currently working on the on the 2020 budget with the town council.
- The library requested a lesser amount from the Foundation for 2020 operations. \$70,000 down from \$75,000.
- John Bertoni was elected President of the Trustees.

No one present from the Foundation.

Old Business

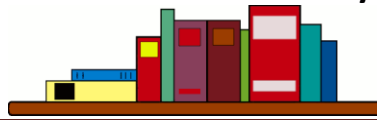
None

Mini-Golf Update

The following items were resolved to finalize efforts for the February 8, Mini-Golf event:

- 27 tickets were pre-sold online.
- Gerry O'Donovan agreed to sponsor the hole that the dentist backed out of.
- Need to add the Cummings Family to the scorecard.
- Scorecard will go to the printer February 6.
- Three hole sponsors need to pay including Diamond Dream, Regent Atlantic and the O'Donovan's.
- Nancy received the required licenses.

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- Golf company will begin set up at 4:00PM.
- Ken Rent will deliver Friday; Nancy to confirm time.
- Hole signage is complete; some display signage to be printed.
- Various food items to be picked up the day of were assigned/confirmed.
- Volunteer times confirmed.
- Nancy to confirm cleaning service between events.
- Nancy will start pulling Tricky Tray tickets at 9:00PM. Tickets are \$20.00 per sheet.
- Nancy redrafted and circulated the Thank You note that will be published in the Bernardsville News.
- Bob to get credit card readers from library to use with PayPal account.

2020 initial Committee Assignments/Task Forces

Finance	Fundraising	Nominating	Programs/ Movies	PR/ National Friends	Volunteer	Campaign
David Larkin (Co.Chair)	Jamie Bertoni (Co.Chair)	Nancy Goguen	Dan Lincoln (Co.Chair)	Jose Bortolla/Escozoza (Co- Chair)	Lori Pakrul	Lori
Gerry O' Donovan (Co Chair)	Debbie Heimerl *Co chair- correspondence	Steve Autenrieth	Pat Carroll (Co chair)	Gladis da Silva- Menas- Co- Chair	Debbie Heimerl	Nancy
Bob Baker	Steve Autenrieth	David Larkin	Steve Autenrieth	Bob Baker	Victoria Oliveira	Debbie
Debbie Heimerl	Pat Carroll	Dan Lincoln	Jerry Clark	Pam Iserburg		
Amy DeMilt	Jerry Clark			Gerry O'Donovan		
Nancy Goguen	Amy DeMilt			Victoria Oliveira		
	Nancy Verduin			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 and Maria Myers are posting on social media for all committees/events.

Friends of the Bernardsville Public Library Key Dates 2020

Meetings

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

Concerts:

February 23, April 26, June 5 (Seniors day), September 27, November 1, December 6

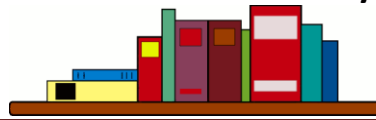
Annual Campaign: October 2020

National Friends of the Library Week: October 18-24

Meeting agenda topic key dates:

1. March
 - Volunteer recognition committee preliminary ideas for May Volunteer Week events
 - Recap A Hole Lot of Fun
2. April
 - Fundraising committee preliminary planning
3. May
 - Volunteer recognition event
 - Volunteer committee- Junior Recognition award planning

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- Programs- Senior breakfast planning
- Public Relations- Newsletter July/Aug
- Campaign task force preliminary planning
- 4. June
 - Fundraising committee 2020-21 plans formalized
 - Junior Recognition award event
 - Senior breakfast
 - Public relations: preliminary plans for National Friends Week
- 5. July
 - Fund raising update
 - Public Relations- Newsletter Sept/Oct
 - Friends Celebration task force plans formalized
 - Campaign planning update
- 6. August
 - Finance-Initial Budget development
 - Fund raising update
 - Develop and finalize annual letter
 - Finalize campaign details/ letter/listing
- 7. 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)
- 8. October
 - Finance- Budget 2019 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2018 finalized
- 9. November
 - Annual meeting
 - Budget approval
 - Committee Chair/Officers