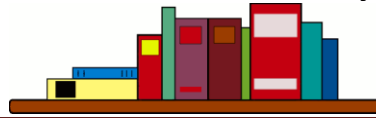


# Friends of the Bernardsville Public Library Board of Directors



**March 4, 2020  
Meeting Minutes**

**ATTENDANCE:** Nancy Verduin, Bob Baker, Jose Borbolla, Gladis Menare, Amy DeMilt, David Larkin, Jerry Clarke, Steve Autenreith, Pam Isenburg, PatCarroll, Victoria Oliveira, Meg Khoury, Nancy Goguen, Shura Arnold, Terry Thompson (BoT)

**ABSENT:** Dan Lincoln, Lori Pakrul, Jamie Bertoni, Gerry O'Donovan, Deb Heimerl

President Remarks- Nancy

Welcome Meg Khoury nominated for Committee  
Gambling license is up for renewal \$100 for 2 years; accepted unanimously

Open co-chair spot for fund raising committee – Jamie will roll off due to time constraints; volunteers sought

Nominating Committee- Nancy G

Present Meg for membership- resume attached; accepted unanimously

Reminder operating manual – need committee heads to review

Vice President Remarks- Vacant

Recording Secretary- Amy

February minutes (Pat) – circulated; and approved

Correspondence – Nancy G – thank you notes have been done by all members

Treasurer's report- Bob Baker –

Feb income mini golf deposited \$8300; \$15 Amazon smile; \$2191 donations; \$20 Amazon credit; \$9 from bank inadvertent debit

Expenses \$2395.00 golf vendor  
Costco \$517 Bernardsville newspaper  
Gave library \$500 month Feb

\$345 dividends in stock  
\$13k loss stock market - volatile

Fidelity issue can now trade – moved \$70k from money market into low duration fund bond

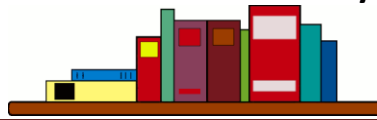
Campaign year donations slowing down \$31,000 from September (20 of which new donations)  
2019 financials will be sent to accountant for certifications for filings

Library Update- Shura Arnold –

Mini-golf was successful, gratitude for our work. Library 20 anniversary was a casual celebration. Library received a nice commendation, and the mayor spoke.

Now working on grant application for ADA accessible doors - April 5 deadline.

## Friends of the Bernardsville Public Library Board of Directors



Coronavirus awareness without hyperbole; reached out to health department for recommendations; reached out to cleaning department and working on oft used surfaces with deeper clean. Prepared to respond appropriately when directed; awaiting protocol public spaces.

Reports by committee chairs-

### Programs- Dan/Pat

#### Movie

February recap: **Feb 28th "Capernaum"** (2018) 12-14 people present; very well received

**Upcoming: March 27<sup>th</sup>:** "Marianne & Leonard – looking for volunteer to help out



"Words of Love" (2019). The documentary begins on the Greek island of Hydra in 1960, where Leonard Cohen, then a struggling and unknown fiction writer, and Marianne Ihlen, a single mother with a young son, became part of a community of expat artists, writers and musicians. It's a unique portrait of an idyllic 1960's bohemia, a time that left a lasting imprint on both Marianne and Leonard, whose friendship would last another fifty years before their deaths in 2016.

**April 24<sup>th</sup>:** Green Book:



When Tony Lip (Viggo Mortensen), a bouncer from an Italian-American neighborhood in the Bronx, is hired to drive Dr. Don Shirley (Mahershala Ali), a world-class black pianist, on a concert tour from Manhattan to the Deep South, they must rely on "The Green Book" to guide them to the few establishments that were then safe for African-Americans. Confronted with racism, danger as well as unexpected humanity and humor—they are forced to set aside differences to survive and thrive on the journey of a lifetime.

#### Concerts:

Recap: **2/23 Sunday @ Three Concert: City Winds Trio** - packed concert, very well attended. Chips were a mess so we should probably skip next time; cupcakes were a hit. \$81 collected from donations.

### Public Relations- Gladis and Jose

Movie is on Facebook; and will publish on social media for upcoming events

Next book mark – proposed mock up circulated

Will be working on National Library week in October

Will establish a 2020 planning meeting – for upcoming events (volunteer luncheon...)

One question she receives often is how do our funds get distributed? Definitely an item for planning committee. Where to post for programs? Need to update trifold of what we do, and what has been distributed...

Can address somewhere the difference between Friends and Foundation.

June article due to Madeline around 6/1. Will draft to that deadline.

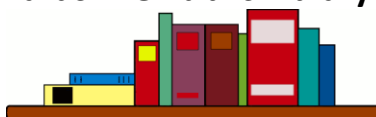
Will solicit dates from Library/Madeline for publicity

### Volunteer Recognition- Lori

List validation

Volunteer luncheon 5/4? planning is underway

# Friends of the Bernardsville Public Library Board of Directors



Fundraising- Debbie & Jamie

**Mini Golf recap**- the numbers:

\$16,668.00 revenue

\$3,727.99 expenses

\$12,940.01 net profit

Couple of outstanding expense items - \$300-400 approximately

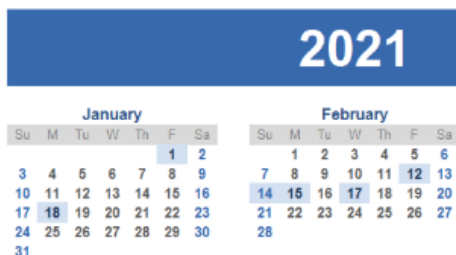
Last year \$12,000 approx and will probably end up around there

Probably could boost the revenue stream for Adult night by increasing ticket prices.

How to capture how folks heard about event (publicity committee perhaps)?

Should we have awards/trophies/contest for putting prowess with local figures such as the mayor?

2021 Date – opting for 1/30/2021



Nancy will send letter to hole sponsors with another thank you and save the date, gauging interest.

Brainstorming opportunities

## **Adult Night**

### Good

Food locale good

Wine and beer locale good

Flow good

### So-so

Too much sushi

some traffic on the holes

### Recommendation

Another appetizer

Only had 35 pre-sell tickets and 93 people so really can't gauge attendance and food from pre-sale

On-line sales event sometimes drives folks to attend event; price differential to encourage on line purchase (need to factor the on line credit card cost)

One complaint was the food did not have a theme; the other side of the coin is varied food represented diversity

## **Raffle recap**

Breakdown of the ticket per prize to determine value based on tickets; some were below value. What held value were the gift card baskets

Discussion of silent auction possibility

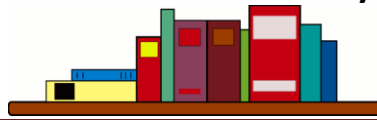
Could possibility generate more money by silent auction

Maybe look at designer handbag for raffle or approaching Diamond Dream for jewelry

50:50 raffle may be prohibited by Borough's by-laws

## **Family Day**

# Friends of the Bernardsville Public Library Board of Directors



Food was too labor intensive – and did not sell that well; very hard to manage and transition  
 Perhaps go with snack type foods (pretzels; candy; chips) really did not have a lunch crowd. Need to make a choice of making the food as part of the ticket (like in the evening); increase family ticket and have soda and pizza. Ticket with choice of pizza or slice??

Finance- Gerry and Dave  
 nothing

Public Comments

Old Business/new business-  
 April meeting – voted unanimously to skip

**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)	Vacant	Lori Pakrul	Lori
Gerry O' Donovan (Co Chair)	Debbie Heimerl * Co chair- correspondence	Steve Autenrieth	Pat Carroll ( Co chair)	Bob Baker	Debbie Heimerl	Nancy
Bob Baker	Steve Autenrieth	David Larkin	Steve Autenrieth	Jose Borbolla- Escoboza	Victoria Oliveira	Debbie
Debbie Heimerl	Pat Carroll	Dan Lincoln	Jerry Clark	Gladis da Silva- Menare		
Amy DeMilt	Jerry Clark			Pam Isenburg		
Nancy Goguen	Amy DeMilt			Gerry O'Donovan		
	Nancy Verduin			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:** ~~May 6~~, June 3, July 1, August 5, September 2, October 7, November 4

**Concerts:** ~~April 26~~, June 5 (Seniors day), Sept. 27, Nov. 1, Dec. 6

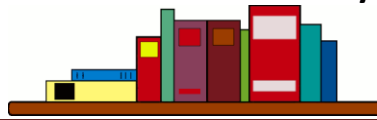
**Annual Campaign:** October 2020

**National Friends of the Library Week:** October 18-24

### Meeting agenda topic key dates:

1. May
  - Volunteer recognition event
  - Volunteer committee- Junior Recognition award planning
  - Programs- Senior breakfast planning
  - Public Relations- Newsletter July/Aug

## Friends of the Bernardsville Public Library Board of Directors



- 
- Campaign task force preliminary planning
  2. June
    - Fundraising committee 2020-21 plans formalized
    - Junior Recognition award event
    - Senior breakfast
    - Public relations: preliminary plans for National Friends Week
  3. July
    - Fund raising update
    - Public Relations- Newsletter Sept/Oct
    - Friends Celebration task force plans formalized
    - Campaign planning update
  4. August
    - Finance-Initial Budget development
    - Fund raising update
    - Develop and finalize annual letter
    - Finalize campaign details/ letter/listing
  5. September
    - Finance- Preliminary Budget 2021 presented
    - Nominating committee- initial discussion officers and committee chairs for 2021
    - Public Relations- Newsletter Nov/Dec (this is the annual letter)
  6. October
    - Finance- Budget 2021 finalized
    - Campaign letter sent
    - Friends week celebration
    - Nominating committee- officers and committee chairs for 2021 finalized
  7. November
    - Annual meeting
      - Budget approval
      - Committee Chair/Officers