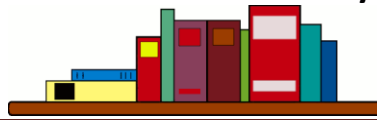


# Friends of the Bernardsville Public Library Board of Directors



## June 3, 2020 Meeting Agenda Minutes

**ATTENDANCE:** Nancy Verduin, Bob Baker, Jose Borbolla, Gladis Menare, Amy DeMilt, Jerry Clarke, Pat Carroll, Victoria Oliveira, , Nancy Goguen, Shura Arnold, Terry Thompson (BoT), Lori Pakrul, Jamie Bertoni, Steve Autenreith, Dan Lincoln

**ABSENT:** Gerry O'Donovan, Deb Heimerl,-David Larkin, Pam Isenburg, Meg Khoury

### President Remarks- Nancy

- PATH FORWARD

Terry Thompson – BOT has approved for curbside service as soon as approved by State; books, magazines, CDs, etc. can be requested by virtual catalogue; full time staff on reduced hours will come back for curbside and service the requests and curbside delivery (touch free delivery); will be new normal until full re-opening which is anticipated to be limited in patrons and appropriate health guidelines (social distancing and masks) followed. When items are returned they will have protocol for items not to be handled until appropriate time frame (2-3 days) to ensure no contamination.

Shura Arnold – Ad Hoc reopening committee (Terry, Shura and Jeff Hammond, Tammy Shaw, Madelyn English and Laura Cole.) with steps in place for reopening. Application to state for grant to replace doors in library for touch free opening closing, do not anticipate a response for a while. Do not have guidelines for capacity at this point and this will directly impact the programs that library can offer. Also don't know how public will react: embrace the library or avoid cautiously. Sort of a wait and see approach and gauge from there. Outside program may be viable on an off day Saturday or Sunday – may be something to pursue.

The library roof project is complete! Borough has moved on to repair the water damage incurred over the years. The library storage area is being moved from Suite 104 to 105. Storage items will be moved to 104 by Borough (over next several doors). The 2 non-profits have commingled the storage items and will need to be separated.

Phase 2 leaves libraries off list for time being; anticipating perhaps July 6<sup>th</sup>. The library has been chosen for the single site for the Bernardsville primary site 7/7. This may impact the library reopening for curbside service.

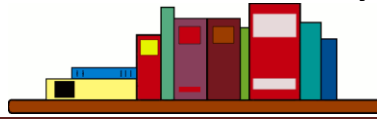
Discussion re virtual activities – tried early on and good results in March. Over the past 2 months there has been a significant drop-off. Decline probably attributed to professionals entering the space, coupled with novelty wearing off. Perhaps programs geared towards the seniors – films may impact licensing agreement but will consider. Perhaps look at open spaces for an outdoor concert, or a drive in movie.

Nancy Verduin – Foundation will be going ahead with wine and beer fundraising event at Library in Fall. Their letter will be going out in June, and early October fundraiser. There will be an overlap of solicitation on our November campaign letter and subsequent February 2021 event. Both campaigns may be impacted by economic forces. Many unknowns and will we address as we move going forward. Perhaps we should consider doing a joint campaign with fundraising letter (probably too late to combine this year) – need to determine overlapping donors. Really need to consider whether the mini golf will go forward.

All agreed to do lottery board for Foundation fundraiser.

Per Bob we are still in good financial situation if forced to forego the fundraisers. Golf need a drop dead date on whether we are going forward in September/October 2020 if pursuing February 2021 date, or perhaps push back into November 2021.

# Friends of the Bernardsville Public Library Board of Directors



**Vice President Remarks-** Vacant

**Recording Secretary-** Amy

- March Minutes one correction and will be submitted.

**Correspondence** – Nancy G – 2 notes went out.

**Treasurer's report-** Bob Baker

Last 3 months income \$1,132 donations; 189 matching \$17 Amazon Smile; dividends \$1390.; min golf \$860 from PayPal. Only expense was to \$331 mini golf expenses. \$4,746 March bill from library still outstanding. Have not paid many expenses to library. Fidelity investments down 2.1 percent (\$9k). Donations \$32,452 (182 donors) only off \$750 for year over year donation.

April 2020 all docs to CPA for tax report 990 (due July) and NJ Charitable (due June).

Per Shura we probably need to decide on a replacement server or move to ILS organization – anticipated expense.

**Library Update-** Shura Arnold (see above); ice cream social probably tabled.

**Reports By Committee Chairs-**

Programs- Dan/Pat – pending opening

- Movie : Could do Social distancing- limited attendees (see discussion above); doable but probably need to figure out logistics
- Concerts: Consider outdoor concert/tent as an event – keep under consideration. Nothing scheduled at this time still wait and see. Keep dates at this point if we can do inside.
- Skip Senior Breakfast 2020 – heightened risk exposure

Volunteer Recognition- Lori

- Skip luncheon this year? would suggest to cancel. \$500 budget for luncheon may only have less than \$10 for gift card. Maybe do National Friends Week (October) luncheon and have some type of celebration then. Really would depend on social distancing rules.
- No junior reception but awards? No event but just send along certificates, gift cards, etc. Shura would like to discuss further with Tammy.

Finance- Gerry and Dave (both absent)

Public Relations- Gladis and Jose

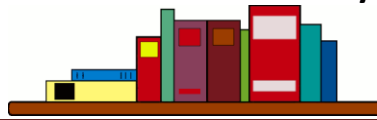
- 2020 planning meeting- once we know library is opening and what we are allowed to do, etc. More to come.
- Gladis has done some posts on FB; picking up new followers daily.
- Not much to do right now until we have more direction.
- Article for newsletter – Jose is rewriting; will have it ready for next newsletter.

Fundraising- Debbie & Meg (both absent)

Nominating Committee- Nancy G -nothing

Board of Trustees- Terry (see above)

# Friends of the Bernardsville Public Library Board of Directors



## Friends of the Bernardsville Public Library Key Dates 2020

**Meetings:** July 1, August 5, September 2, October 7, November 4

**Concerts:** Sept. 27, Nov. 1, Dec. 6 (TBD)

**Annual Campaign:** October 2020

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

### Meeting agenda topic key dates:

1. July
  - Fund raising update
  - Public Relations- Newsletter Sept/Oct
  - Friends Celebration task force plans formalized
  - Campaign planning update
2. August
  - Finance-Initial Budget development
  - Fund raising update
  - Develop and finalize annual letter
  - Finalize campaign details/ letter/listing
3. 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)
4. October
  - Finance- Budget 2021 finalized
  - Campaign letter sent
  - Friends week celebration
  - Nominating committee- officers and committee chairs for 2021 finalized
5. November
  - Annual meeting
    - Budget approval
    - Committee Chair/Officers