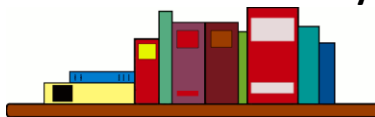


Friends of the Bernardsville Public Library Board of Directors



July 1, 2020 Meeting Minutes

ATTENDANCE: Nancy Verduin, Bob Baker, Amy DeMilt, Deb Heimerl, Jerry Clarke, Pat Carroll, Pam Isenburg, Victoria Oliveira, Nancy Goguen, Shura Arnold, Jamie Bertoni, Steve Autenreith, Patrice Cummings (BOT), Meg Khoury

ABSENT: Gerry O'Donovan, David Larkin, Lori Pakrul, Jose Borbolla, Gladis Menare, Dan Lincoln

President remarks- Nancy

No significant updates

Vice President Remarks- Vacant

Recording Secretary- Amy

June Minutes – approved

Correspondence – Nancy G - none

Treasurer's report- Bob Baker

JUNE: \$300 in donations; PO Box fee paid \$134; \$100 paid to NJ for gambling license; NJ Charitable registration form \$60; \$4746 – March bill paid to Library.

Fidelity balance went up \$5,000 almost close to where we were in February .

Campaign from \$32,750 (183 donors) next 3 months to hit \$33k-34k total

IRS 990 form completed by accountant

NJ Charitable form needs to be reviewed and executed by December.

Library Update- Shura Arnold

Operations began curbside service a couple of weeks ago – very popular. Book drop open and staggered schedule in place. Book drop increasing steadily 150-200 items per day, manageable yet steady. 35 phone calls between 10 am – 4pm. Email is light.

Curbside service has ranged from mid 50s mid 70s per day. Averaging same as in person despite limited hours.

6/29 governor authorized 7/2 opening to public, later amended allowing by Executive Order 152 limited to 25% capacity or 50 maximum = 40 patrons 10 staff. Facemasks and social distancing required.

Referring to counsel for Return to Work guidance for staff. Will begin calling back by mid-July date, fluid RTW date.

Opening date to public subject to change after firming of staff return.

Anticipate opening limited hours and limited service no weekend hours, no evening. Second phase of second phase will integrate further services in mid-August. One of the largest challenge is socially distancing of staff.

Meeting rooms most likely will remain closed through 2020.

All operations are subject to change if virus kicks up again.

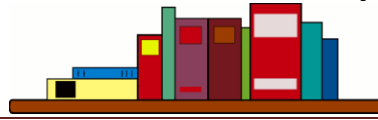
Physical requirements of plexiglass may be required with staff and public.

Fire Marshall says library cannot use partitions that are akin to curtains; need solid fire rated partitions. Plexiglass is difficult to locate at this point.

Goal is to provide as many services as soon as possible given constraints.

Will offer temporary masks, and will require all patrons to wear masks. If a patron chooses not to wear mask they will be prepared to ask them to leave or summon police.

Friends of the Bernardsville Public Library Board of Directors



Reports by committee chairs-

Programs- Dan/Pat

- Concerts: Sign up only? Consider outdoor concert/tent as an event? How about drive up event?
- Very limited to what can be offered
- Band outside (tent) cars (sign up) in parking lots; chairs in parking lot without cars and socially distanced. Cars provide rain shelter without cars would be subject to weather. Can use FM transmitter which would pipe in car.
 - Date – September?
 - Band – Mr. Ray? Amazing performer – Pam and Shura highly recommend; always gets a good turn out
 - Audience- families may be the driver here.
- Approvals (outside concert/noise?) Will need to discuss with town to determine if we can do and limitations, traffic concern, etc.
- Perhaps open up to community with vendors, outdoor dining
- How many cars: Parking lot from Anderson Hill has 17 spaces; left side of lot has 13; center shared with other tenants 47 and far rear lot 20 spaces
- Will move forward to determine what are the parameters from town and perhaps move forward with planning
- Suggestion that perhaps Dan may be able to take the lead (Wave Length on transmitters); Nancy will talk to Anthony in town; Pam will reach out to Mr. Ray on initial discussions
- Will discuss next steps at August meeting

Volunteer Recognition- Lori

- Tammy was working on getting hours together
- As soon as we received stats we can proceed with Junior awards- certificates and gift cards based without reception
- Honor staff – in lieu of luncheon or do some breakfast foods, or such?

Finance- Gerry and Dave (absent)

- potential less income from campaign
- Less expenses
- Do revised budget?

Public Relations- Gladis and Jose (absent)

- Jose wrote an article for newsletter
- 2020 planning meeting- once we know library is opening and what we are allowed to do, etc.
- Next book mark – on hold until next event
- Article for Sept newsletter

Fundraising- Debbie & Meg

- Mini Golf - 1/30/21- wait until Sept/Oct to decide. Can move date as well.
- Campaign – Meg- wait as well to see the state of the community until closer to date of letter

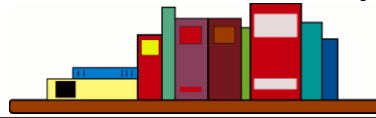
Nominating Committee- Nancy G

No nominations

Public Comments

Board of Trustees- Patrice – Gratitude to the staff for facing adversity and engaging folks in town.

Friends of the Bernardsville Public Library Board of Directors



Trustees' largest issue is wrestling with the budget; Board is working with personnel front. Borough has yet to approve the budget – requested to take a hard look at budget, approval for secondary budget. Gratitude to Friends for funding the programs for patrons and all of the hard work. No July meeting for Foundation– still planning on event for silent auction- working through logistics.

Friends of the Bernardsville Public Library Key Dates 2020

Meetings: August 5, September 2, October 7, November 4

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

Annual Campaign: October 2020

National Friends of the Library Week: October 18-24

Meeting agenda topic key dates:

1. August
 - Finance-Initial Budget development
 - Fund raising update
 - Develop and finalize annual letter
 - Finalize campaign details/ letter/listing
2. 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)
3. October
 - Finance- Budget 2019 finalized
 - Campaign letter sent
 - Friends week celebration
 - Nominating committee- officers and committee chairs for 2018 finalized
4. November
 - Annual meeting
 - Budget approval
 - Committee Chair/Officers