August 11, 2020
Meeting Minutes

ATTENDANCE: Nancy Verduin, Bob Baker, Amy DeMilt, Pat Carroll, Victoria Oliveira, Nancy Goguen, Shura Arnold, Patrice Cummings (BOT), Amy DeMilt, Lori Pakrul, Jose Borbolla, Gladis Menare, Dan Lincoln, Steve Autenreit

ABSENT: Deb Heimerl, Jamie Bertoni, Pam Isenburg, Jerry Clarke, Gerry O’Donovan

President remarks- Nancy
Dave Larkin has resigned - he is moving to Basking Ridge.
Meg Khoury has also resigned. We are sorry to see them go!

Budget team should start reaching out early September for initial discussions.

Vice President Remarks- Vacant

Recording Secretary- Amy
July Minutes one correction non-substantive. Accepted will be posted.

Correspondence – Nancy G – nothing to report

Treasurer’s report- Bob Baker
Slow month for donations $34 dollars matching. $762 dollars in dividends. Friends gave the library $11,000 that cleared bringing us up to $18k for year to library – budgeted for $52k, in line with external events.
Reviewed certified Public Accountant’s review and has been uploaded; needs our sign-off by end of year.

Library Update- Shura Arnold
7/20 library reopened to 25% capacity with reduced schedule, and reduced personnel. Limited telephone operations.
Encouraging folks to check out expeditiously. Curb side service has morphed into Grab and Go. Return materials are returned through book drop depository; 3 day quarantine for returns. Regular due dates in place and enforcement are in effect.

Library opened community room for charging and cooling center during recent storm Isaias which produced significant outages in community. Unfortunately roof leak was experienced in recent storm.

Consortium
Looking at Somerset Public Library System and Morris Area Information Network. Shura has submitted a series of questions pertaining to budgeting and finance, technical support, membership benefits (joint databases, joint purchases, services for library support or patrons), and governance. She will be reviewing the responses and submitting recommendation to the Planning Committee on September 2. Board will make decision by January 2021.

Previously considered in 2016 – server issues and renewal presents technical issues; general movement towards consortium in library community due to shared services and resources providing more to the community. Different consortiums will allow different levels of autonomy, administration, funding etc. Municipality will still retain building and fixtures.
BOT – Patrice C.
Lending support to the library in these challenging times. Every day presents new challenges in a fluid situation. May forego August meeting, many committees assisting Shura with incessant changes of the situation.

Foundation
Will do a non event fund raiser – on line auctioning and would like Friends to do a lottery board. Pat C will offer to do the board. Request for us as committee members to drop off for Pat C at library in FBPL slot or her house by September 4 – suggested amount -$5-10 per member – cash preferred.

Reports by committee chairs-
Programs- Dan/Pat
Have Borough approval; would request pre-sign up; rules of the road re social distancing will need to be followed state and county recommendations.

What: Drive up concert. Performer in tent, cars sign up for slot in parking
Date: October 18th. Beginning of National Friends week so we can promote a little...
   Performer: Mr Ray, family oriented http://mrray.com/bio
   Time: 3 to 4

Logistics:
1. Every other space, allow for people to bring lawn chairs and sit in between cars? Do we need FM receiver as well? Probably should look into the FM receiver to allow for social distancing dictates. Can we stream through FaceBook?
2. Rain? If cars and not significant rain versus heavy unpleasant weather?
3. What if want to walk up, no car? Can still reserve a slot
4. How many cars can we accommodate? 78 spaces in main lot.
5. Outdoor setting – need guidance suggested, with sign up would request folks to agree to abide by social distancing requirements.

Concert cost- within budget
Tent over Mr. Ray - could be family sized tent and only 1 individual? Would be able to procure gratis
What else does he need? Electrical outlet (from building?)
Perhaps provide stage for Mr. Ray so folks in back can see. Dan will check with town and then KenRent.

Pam will connect with Mr. Ray
Need to figure out sign up process on line; coordinate CDs and agreement
Need monitors for spots and social distancing.
CDs may be able to give away with sign ups TBD
Bob will coordinate volunteers and vests
Bookmarks perhaps with outgoing books can tie into National Friend of Library week.

Liaison to Mr. Ray- Pam
PR- Gladis and Jose- flyers, social media
Day of Logistics-
   2 people at both entrances to confirm reservations
   2 people to guide parking and monitor lot
   Bob will coordinate and vests
Will update and finalize 9/2
Volunteer Recognition- Lori
No updates; we don’t have complete contact for people and the issues of the reopening have presented challenges to provide info. We should probably table at this point since we would be unable to pull it together in time.

Finance- Gerry
Roll over the budget at this time, identify line items if necessary and perhaps it would premature to revise with certainty given the COVID issue and potential Consortium; proposal to do nothing at this time until September pending planning board meeting in September.
We have increased expenditures and less income coming in so perhaps true up with a projection.
With Dave’s resignation may look to persons interested to back-fill.

Public Relations- Gladis and Jose
On hold at this time will revisit to – dos in September

Fundraising- Debbie & Meg
On hold at this time – COVID implications will not work.

Nominating Committee- Nancy G
3 openings VP, fundraising, finance; suggestion to post on Next Door app.

Public Comments
Board of Trustees- Terry / Patrice
Foundation- Leslie

Friends of the Bernardsville Public Library Key Dates 2020

Meetings: September 2, October 7, November 4

Concerts: Sept. 27, Nov. 1, Dec. 6

Annual Campaign: October 2020- moved to November/December 2020

National Friends of the Library Week: October 18-24

Meeting agenda topic key dates:

1. 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)
2. October
   - Finance- Budget 2019 finalized
   - Campaign letter sent
   - Friends week celebration
   - Nominating committee- officers and committee chairs for 2018 finalized
3. November
   - Annual meeting
     - Budget approval
     - Committee Chair/Officers