

MINUTES OF THE MARCH 12, 2024, MEETING
OF
THE BERNARDSVILLE LIBRARY FOUNDATION, INC.

A meeting of the Board of Trustees of the Bernardsville Library Foundation, Inc. was held in person on Tuesday, March 12, 2024, beginning at 6:30 pm.

The following trustees attended the meeting: Patrice Cummings, chair; Jamie Bertoni; Karen Brodsky; Bridget Burke; Debbie Heimerl; Roni Larini; Justin Lynch; Shikha Mayer; Chieko McClester; Michael Myers; Anne Reilly; and Amiee Watts. Absent Trustee was Kat Zielinski. Guests included Honorary Trustee Ed Landis, Library Director Fran Daly, and Guest Colleen Mason.

1. WELCOME AND INTRODUCTIONS

Chairperson Cummings opened the meeting at 6:30 pm by welcoming the Trustees of the Board and introducing guests Honorary Trustee and Founding Officer of Bernardsville Library Foundation (BLF) Ed Landis and Guest and potential Trustee of the BLF Colleen Mason.

2. MINUTES OF THE FEBRUARY 13, 2024 BLF MEETING

Minutes of the February 13, 2024, meeting were emailed to the trustees prior to the February meeting. The February 13, 2024 meeting minutes were amended for consistency in labeling of account balances. Chairperson Cummings requested a motion for the minutes to be approved as amended. Ms. Mayer motioned for the minutes to be approved as amended. Ms. Watts seconded the motion. The February 13, 2024, minutes were approved unanimously. No members abstained.

3. NEW FOUNDATION TRUSTEES

A. Karen Brodsky - Chairperson Cummings presented Ms. Brodsky for membership as a Trustee on the Bernardsville Library Foundation for a term of 2024-2026 and so moved. Ms. Bertoni seconded the motion. The motion passed unanimously without any abstentions. Ms. Brodsky was warmly welcomed to the BLF.

B. Bridget Burke - Chairperson Cummings presented Ms. Burke for membership as a Trustee on the Bernardsville Library Foundation for a term of 2024-2026 and so moved. Ms. Heimerl seconded the motion. The motion passed unanimously without any abstentions. Ms. Burke was warmly welcomed to the BLF.

4. TREASURER'S REPORTS

The February 2024 Monthly Financial Reports were emailed to the Trustees prior to the March 12, 2024, meeting. A brief discussion regarding the appreciation of the accounts over the last year occurred. Mr. Myers, Treasurer, moved that the February 2024 Monthly Reports be approved as printed. Ms. Larini seconded the motion. The February 2024 Monthly Financial Reports were approved unanimously without abstentions.

5. BERNARDSVILLE LIBRARY UPDATE - DIRECTOR'S REPORT

Ms. Daly, Director, provided an update on the many Library activities including information on the restroom renovations, completion of the Annual State Report, budget discussions with the Bernardsville Boro Town Council, and the Bernardsville Public Library Capital Plan. Director Daly informed the BLF Trustees of upcoming museum pass reservation system and of the many activities for all ages provided by the library.

6. LIAISONS AND VISITORS

A. Ms. Cummings, in the absence of representatives from the Library Board of Trustees and Friends of the Library, updated the BLF about the reduction of the Grant that will be requested from the Library Board of Trustees for the library operations of \$24,500.00 reduced from the expected request of \$40,000.00.

B. Ms. Cummings, Chair, introduced guest and potential BLF Trustee, Ms. Colleen Mason. Ms. Mason is currently Director of Development of Oratory Prep in Summit, NJ and would bring a lot of experience and a new perspectives in development to the BLF. Ms. Mason was then given an opportunity to address the Trustees and share a little about herself. Chairperson Cummings will further discuss membership with Ms. Mason with a potential vote at the next meeting.

7. COMMITTEE REPORTS

A. CORPORATE SPONSORSHIP

Mr. Lynch met with Corporate Sponsorship Committee: Ms. Cummings; Ms. McClester, Ms. Mayer, and Ms. Watts in order to develop a framework for soliciting Corporate Sponsorships The committee is developing a plan and framework for soliciting corporate sponsorships at all funding levels.

B. DEVELOPMENT/MAJOR DONORS/GRANTS/PLANNED GIVING

The Development Committee is in the planing stages.

C. EVENTS

i. LIBRARY GIVING DAY EVENT, APRIL 3, 2024.

Ms. Watts presented Library Giving Day Social Media Plan. Plan was reviewed and everyone is encouraged to fully participate via email and social media in the campaign. Director Daly is available Tuesday, March 26, 2024 in the evening at the Library to help BLF Trustees create social media accounts and profiles in order to post Library Giving Day Announcements.

ii. ANNUAL APPEAL LETTER EVENT, MAY 1, 2024.

Ms. Heimerl shared Annual Appeal Letter Draft and requested email feed back by March 19, 2024. The target mailing date is May 1, 2024.

iii. 50/50 RAFFLE EVENT, JUNE 1, 2024, COMBINED TARGET MAILING.

Ms. Reilly related State Permit will be applied for. Current permit expires 8/8/24. Ms. Reilly is going to the Boro for Boro Permits on March 18, 2024.

iv. GRAND RAFFLE EVENT, JUNE 1, 2024 COMBINED MAILING.

Ms. Mayer described event. Requested a co-chair and Ms. Larini kindly volunteered to be the Grand Raffle Co-chair. Ms. Mayer announced that everyone on the BLF will need to help with Saturday ticket sales at the Bernardsville Farmers Market and at Starbucks, from June 15, 2024 through September 21, 2024.

D. FINANCE COMMITTEE

Mr. Myers, Treasurer, presented Profit and Loss statements for each of the four Fundraising Events undertaken by the BLF in 2023. Please review the four statements for discussion at the April 9, 2024 BLF Trustees Meeting.

E. INVESTMENT COMMITTEE

Ms. Bertoni and Ms. Cummings met with Lloyd Sacks, Managing Director, Portfolio Manager at Peacock Private Wealth Management. The next step will be to update the BLF Investment Policy Statement.

F. MEMBERSHIP COMMITTEE

Introduction of potential member Ms. Mason occurred under section Liaisons and Guest.

G. PUBLICITY COMMITTEE

Ms. Watts presented plans for publicity and plans for Library Giving Day.

i. WEBSITE – Ms. McClester reported the BLF website has been updated for Library Giving Day.

ii. STRATEGIC PLANNING

Ms. Cummings noted that she hopes Ms. Brodsky will help with Strategic Planning and creating an Annual Report for the BLF.

7. CORRESPONDENCE

Ms. Reilly, Secretary, read a Thank You Note from Allison Porter and The Friends of the Library, thanking the BLF for the donation of two baskets for their Mini Golf Silent Auction. Both of the Baskets provided by the BLF and created by Trustee Ms. Mayer were very popular and helped to raise funds for the Friends of the Library.

8. OLD BUSINESS. None to report.

9. NEW BUSINESS. None to report.

10. NEXT MEETING: TUESDAY April 9, 2024, 6:30 PM LIBRARY Community Room or STORYTIME ROOM if Community Room is unavailable.

11. ADJOURNMENT. Chairperson Cummings thanked the BLF for their hard work. Chairperson Cummings adjourned the meeting at 7:51 pm.