

MINUTES OF THE APRIL 9, 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, April 9, 2024, beginning at 6:30 pm, in the Community Room of the Bernardsville Library.

The following trustees attended the meeting: Patrice Cummings, Jamie Bertoni; Karen Brodsky; Debbie Heimerl; Roni Larini (via zoom); Justin Lynch; Shikha Mayer; Chieko McClester; Michael Myers (via zoom); and Anne Reilly. Library Director, Fran Daly, and Friends of the Library President, Nancy Verduin, were also present. Absent Trustees were Bridget Burke and Amiee Watts.

1. WELCOME AND INTRODUCTIONS

Chairperson Cummings opened the meeting at 6:30 pm by welcoming the Trustees of the Board and visitors to the meeting.

2. MINUTES OF THE FEBRUARY 13, 2024, BLF MEETING

Minutes of the March 12, 2024 meeting were emailed to the trustees prior to the April meeting. Hearing no discussion and changes to the March 12, 2024 minutes, Ms. Reilly motioned for the minutes to be approved. Ms. Heimerl seconded the motion. The March 12, 2024, minutes were approved unanimously. No members abstained.

3. NEW FOUNDATION TRUSTEES

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

4. TREASURER'S REPORTS

The March 2024 Monthly Foundation Financial Reports were emailed to the Trustees prior to the April 9, 2024, meeting. Highlights from the March Financial Reports included Library Giving Day update and, noting, a very generous grant from the Gelfand Family Foundation. Mr. Myers, Treasurer, moved that the March 2024 Foundation Monthly Reports be approved as presented. Ms. Bertoni seconded the motion. A roll call vote was conducted, and the March 2024 Monthly Financial Reports were approved unanimously without abstentions.

5. FINANCE COMMITTEE REPORT

The Finance Committee is working on making sure the short-term investment account is not paying any fees to manage the account as no management is required for a money market type account. Based on previous discussions of the Board of Trustees and discussions of the Finance Committee, Mr. Myers made a motion to transfer \$30,000.00 from the short-term savings account to the endowment fund for the month of March 2024. Ms. Cummings seconded the motion. A roll call vote was conducted, and the motion was approved unanimously without abstentions. There was also a brief discussion regarding the possible need for Cyber Security Ins. Mr. Myers and Ms. McClester will further investigate the need and the cost of the insurance. Mr. Myers left the meeting at 6:55 pm.

6. BERNARDSVILLE LIBRARY UPDATE - DIRECTOR'S REPORT

Ms. Daly, Bernardsville Library Director, provided the Bernardsville Library update. Last year, circulation was up by 10%, attendance was up by 15%, and Summer Reading participation was up by 108%. The Library is beginning a “Small Things” circulation including items such as specialized cooking pans, small kitchen appliances and gardening tools. Ms. Daly announced the Museum Pass reservation system is launching, and updates were given on Makers Week, Recycling of Eclipse Glasses, and the library restroom renovations, and possible Capital Funds Creative Libraries and LED Lights, to name just a few. Ms. Daly requested to be notified if anyone uses the bulk mailing as she may be cancelling the service if it is not in use. Ms. Cummings noted that the Foundation does not use the library’s bulk mailing service. Our bulk mailing is provided by our printer, Bernardsville Print Center.

6. LIAISONS AND VISITORS

A. Ms. Verduin, Trustee of the Library Board of Trustees (BOT), updated the group regarding the March BOT Meeting including budget discussions with the township and capital project discussions.

B. Ms. Verduin, President of the Friends of the Bernardsville Library, updated the group on the Friends of the Library activities including the Volunteer Luncheon planned for May 10th, 2024 at 1 PM in the Community Room. Ms. Cummings encouraged everyone to attend.

7. COMMITTEE REPORTS

A. CORPORATE SPONSORSHIP

Mr. Lynch reported that the Corporate Sponsorship Committee is developing a framework for soliciting Corporate Sponsorships. The committee requests a list of all the activities and programming that the Library conducts. Ms. Cummings will follow up with the Library Director.

B. DEVELOPMENT/MAJOR DONORS/GRANTS/PLANNED GIVING

Ms. Cummings reported that the Development Committee has a meeting scheduled with Ms. Burke, Ms. Cummings, and Ms. Mason in two weeks to begin planning for development outreach and messaging.

C. EVENTS

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

Ms. Cummings shared the Library Giving Day Fundraising Event Recap which highlighted changes from last year, lessons learned, and steps to improve 2025 Library Giving Day.

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

Ms. Heimerl shared Annual Appeal Letter which has undergone several drafts. The target mailing date is May 1, 2024.

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

Ms. Reilly relayed that the state Games of Chance license has been renewed and received. Two Bernardsville Borough Permits for the 50/50 and the Grand Raffle will be applied for this month.

iv. GRAND RAFFLE EVENT, (Targeted) JUNE 1, 2024, COMBINED MAILING.

Ms. Mayer updated the Trustees on the Grand Raffle Event. Tickets will be mailed to the residents of Bernardsville and Far Hills the first week of June; and tickets will also be sold at Starbucks (8-10 AM) and the Farmers Market (9-11 AM), on alternate Saturdays

from June 15, 2024, through September 21, 2024. Foundation trustees will be asked to sign up for two Saturdays within that time frame, to volunteer to sell raffle tickets. An online sign-up sheet will be emailed to all Foundation Trustees by Ms. Mayer in May.

D. FINANCE COMMITTEE –

Mr. Myers Finance Committee Report was presented earlier in the meeting.

E. INVESTMENT COMMITTEE -

Ms. Bertoni updated the Trustees on the work of the Investment Committee which is updating the BLF Investment Policy Statement. The Investment Policy was last updated in 2016. A brief discussion was held on the possible need for a disbursement policy. The Investment Committee will take this under advisement.

F. MEMBERSHIP COMMITTEE -

Ms. Mason was voted into membership earlier in the meeting. Ms. Cummings reported that Trustee Kat Zielinski has resigned from the Foundation Board of Trustees to do an increase in work and family demands. The Foundation Board of Trustees is grateful to Ms. Zielinski for her service to the Foundation.

G. PUBLICITY COMMITTEE -

i. WEBSITE – Ms. McClester discussed the glitch with the website encountered by some donors on Library Giving Day. Ms. Cummings is in discussions with Bloomerang regarding this glitch.

H. STRATEGIC PLANNING -

Ms. Cummings relayed that she hopes she and Ms. Brodsky can meet in the next few months to discuss the Strategic Plan currently under development.

8. CORRESPONDENCE

Ms. Reilly, Secretary, read a thank you note from Foundation donor Pat McMillan, thanking the matching donors for their support and generosity for creating the matching gift for Library Giving Day.

9. OLD BUSINESS - None to report.

10. NEW BUSINESS - None to report.

11. NEXT MEETING: TUESDAY, May 14, 2024, 6:30 PM Library's Story Time Room.

11. ADJOURNMENT. Ms. Cummings thanked the BLF for their hard work, and adjourned the meeting at 7:55 pm.