

MINUTES OF THE JUNE 11, 2024, MEETING
OF
THE BERNARDSVILLE LIBRARY FOUNDATION, INC.

A meeting of the Board of Trustees of the Bernardsville Library Foundation, Inc. was held via Zoom on Tuesday, June 11, 2024, beginning at 6:30 pm.

The following trustees attended the meeting: Patrice Cummings, Chair; Karen Brodsky; Bridget Burke; Roni Larini; Justin Lynch; Colleen Mason; Shikha Mayer; Chieko McClester; and Anne Reilly. Absent Trustees were Jamie Bertoni, Debbie Heimerl, Michael Myers, and Amie Watts. Library Director, Fran Daley, and Friends of the Bernardsville Library President, Nancy Verduin, were also present.

1. WELCOME AND INTRODUCTIONS

Chair Cummings called the meeting to order at 6:30 pm. The Bernardsville Library Foundation Trustees and visitors were warmly welcomed to the meeting.

2. MINUTES

A. APRIL 9, 2024, MINUTES

The amended April 9, 2024, Minutes were emailed to the trustees before the June 11, 2024, meeting. Ms. Daley requested two changes to the Bernardsville Library Update. She noted that the Summer Reading participation increased by 180% last summer not 108% as written and the wording of “Small Things” should be changed to “Library of Things.” Hearing no discussion and requests for further changes to the April 9, 2024, Minutes, Ms. Brodsky moved that the minutes be approved as amended. Ms. Larini seconded the motion. A vote was conducted and the April 9, 2024, Minutes were approved unanimously as amended. No members abstained.

B. MAY 14, 2024, MINUTES

The May 14, 2024, Minutes of the Bernardsville Library Foundation Meeting were emailed to the Trustees before the June Meeting. Hearing no changes or discussion regarding the Minutes, Chair Cummings moved that the May 14, 2024, Minutes of the Bernardsville Library Foundation meeting be approved as written. Ms. Mason seconded the motion. The May 14, 2024, Minutes were approved unanimously. No members abstained.

3. TREASURER'S REPORT

The May 2024 Monthly Financial Reports were emailed to the Trustees before the June 11, 2024, meeting. Chair Cummings announced the Bernardsville Print Center will charge \$275.00 for stuffing of Raffle Event mailing so that charge will be added to expenses when the invoice is received. The Annual Appeal is underway, and donations are coming in at a steady rate. Hearing no questions or discussion Mr. Lynch moved that the May 2024 Monthly Reports be approved as presented. Ms. Mason seconded the motion. A roll call vote was conducted, and the May 2024 Monthly Financial Reports were approved unanimously without abstentions.

4. BERNARDSVILLE LIBRARY UPDATE - DIRECTOR'S REPORT

Ms. Daley, Bernardsville Library Director, provided the Bernardsville Library update. Ms. Daley reported that the construction work to repair the new restroom leak is scheduled to begin on June 13, 2024, with new drywall, millwork, and carpeting. The original restroom renovations are close to being completed. The handicap accessible door opener post has been repaired. Ms. Daley also reported on library staff development events, summer programming, Storytime, the Museum Pass Reservation system, additional E-Book systems, and the enduring flexibility and enthusiasm of Library Staff as they navigate multiple changes due to construction. Ms. Daley acknowledged her gratitude for the Bernardsville Council's approval of the Bernardsville Public Library Budget request. Chair Cummings expressed her thankfulness and admiration for the Bernardsville Library Staff as they juggle daily changes due to construction, with hard work, cheerfulness, and flexibility. The entire staff is to be commended.

5. LIAISONS AND VISITORS

Ms. Verduin, President of the Friends of the Bernardsville Library, and Secretary of the Bernardsville Library Board of Trustees also gave kudos to the Library staff for all their hard work and perseverance during the Library construction. Ms. Verduin reported that the July meeting of the Board of Trustees would focus on the future of the Library. The Friends Annual Campaign Letter due for mailing in the late fall, is currently being worked on. Ms. Verduin announced that the Friends received an award in recognition of their inventive and creative programming and community engagement during Friends Week. Planning is underway for a mini art project/show and the Summer Reading Kickoff is June 26.

6. COMMITTEE REPORTS

A. CORPORATE SPONSORSHIP

Mr. Lynch reported that the committee created a one-page development flyer with three different donation levels: Bronze, Silver, and Gold. The committee will be pursuing Peapack Gladstone Bank as a Corporate Sponsor.

B. DEVELOPMENT/MAJOR DONORS

A "Meet and Greet" is being planned for the Fall with our Major Donors.

C. EVENTS

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

The Foundation Annual Appeal letter was mailed mid-May and donations are coming in at a steady rate.

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

Permits have been approved and issued by the State and Bernardsville Boro.

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

Ms. Mayer updated the Trustees on the Grand Raffle Event. The mailing is almost complete and now that the State of NJ gambling permits have been issued the 50/50 Raffle Booklets and Grand Raffle Tickets will be printed and mailed to our list of current donors and all residents in Bernardsville and Far Hills. Both types of Raffle Tickets will be sold at the Farmers' Market and in front of Starbucks on Saturday morning as soon as

the 50/50 tickets are printed. The Event Chairs are requesting each Trustee sign up to work two shifts between June 29 and September 21, 2024. A signup sheet will be emailed out after the meeting.

iv. SEPTEMBER CYCLE BAR FUNDRAISER

Ms. Mason reported Cycle Bar is on board and the next step will be to announce the event and open registration for the fundraiser. Bloomerang must be set up to accept donor participants to the September 21st fundraiser.

D. FINANCE COMMITTEE

No report.

E. GRANTS COMMITTEE

Chair Cummings reported she had a Zoom call with Brian Quinn, Associate Vice President for Research-Evaluation-Learning at the Robert Wood Johnson Foundation, regarding how to find grants for library foundations. Mr. Quinn recommended focusing on family foundations in the Bernardsville area. Ms. Brodsky noted that the Peapack Gladstone Library had a copy of the Foundation Registry which could be used by the Grants Committee to locate appropriate local family grants.

F. INVESTMENT COMMITTEE

The draft Investment Policy, which was presented and discussed at the May 14, 2024, Foundation meeting, was emailed to the Trustees prior to the June 2024 meeting and presented for adoption. The board discussed the second phase of the policy and the creation of criteria for disbursements which will come at the end of phase one. Ms. Cummings requested a vote on the draft Investment Policy Statement. Ms. Larini motioned for the Investment Policy Statement to be adopted as written. Ms. Brodsky seconded the motion. A roll call vote was conducted, and the motion passed unanimously. Mr. Lynch abstained.

G. MEMBERSHIP COMMITTEE.

No Report.

H. PUBLICITY COMMITTEE

i. PR

No report.

ii. SOCIAL MEDIA

No report.

iii. WEBSITE

Trustees are requested to please send Ms. Chieko your Bios for the website. An example Of a typical bio was sent to everyone.

I. STRATEGIC PLANNING

No Report.

7. CORRESPONDENCE

No Report

8. OLD BUSINESS

None.

9. NEW BUSINESS

None.

10. NEXT MEETING

TUESDAY, July 9, 2024, 6:30 PM in the Storytime Room if the Community Room.

11. ADJOURNMENT.

Chair Cummings thanked the BLF Trustees and the Library Staff for their hard work. Secretary Reilly adjourned the meeting at 7:23 pm.