

MINUTES OF THE MAY 14, 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, May 14, 2024, beginning at 6:32 pm.

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

1. WELCOME AND INTRODUCTIONS

Vice Chair Mayer opened the meeting at 6:32 pm by welcoming the Trustees of the Board and visitors to the meeting. Ms. Mayer read a statement from the Chair, Ms. Cummings, which was also emailed to all Trustees prior to the meeting.

2. MINUTES OF THE APRIL 9, 2024 BLF MEETING

Minutes for the April 9, 2024, meeting were emailed to the trustees prior to the May meeting. Ms. Daley requested her name be corrected in the April Minutes. Secretary Reilly requested a motion for the minutes to be approved as amended. Hearing no discussion and no further changes to the April 9, 2024 minutes, Ms. Reilly motioned for the minutes to be approved. Ms. Larini seconded the motion. The April 9, 2024, minutes were approved unanimously as amended. No members abstained.

3. TREASURER'S REPORTS

The April 2024 Monthly BLF Financial Reports were emailed to the Trustees prior to the May 14, 2024, meeting. Highlights from the April Financial Reports included: a Library Giving Day update; Treasurer Myers pointed out that \$30,000.00 had been moved into the Endowment from the Short-Term Investment Fund; Mr. Myers also noted that the Endowment has increased from approximately \$682,000.00 to almost \$700,000.00. Mr. Myers also reported that the 990 Tax Forms are in process of being completed and are due May 15, 2024, however, an extension has been filed so that Mr. Myers and the Finance Committee can make sure all itemized lines on the documents are satisfactory to Mr. Myers and the Finance Committee. Treasurer Myers moved that the April 2024 Monthly Reports be approved as printed. Ms. Heimerl seconded the motion. A roll call vote was conducted, and the April 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 shared information on the leak in library staff bathroom (no circulation books damaged), updates on the library public Bathroom Renovations (the two are not related), Borough Budget, expansion of E-Book options through Palace Project E-Books, Professional Development for Library Staff, 2024 Summer Reading Program (which increased by 180% participation in 2023), updating the Library Personnel Manual by the Board of Trustees, the audit process, as well as other events.

5. LIAISONS AND VISITORS

Ms. Maddaluna updated the Board of Trustees on the activities of the Friends of the Library including upcoming Senior Breakfast and location, Story Time at the Bernardsville Community Pool, Art Shows, Spelling Bee, and future Wine Tasting Event. The Friends of the Library organization is also undergoing bylaw revisions, which have not been updated in a while.

6. COMMITTEE REPORTS

A. CORPORATE SPONSORSHIP

Mr. Lynch reported that the committee will be meeting with Peapack Gladstone Bank to pursue them as a Corporate Sponsor.

B. DEVELOPMENT/MAJOR DONORS/GRANTS/PLANNED GIVING

Report in Chair, Ms. Cummings, written remarks in the Welcome to the Board.

C. EVENTS

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

No Report

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

Ms. Heimerl shared that the BLF Annual Appeal Letter is set to be mailed mid-May.

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

The Applications for Bernardsville Boro Permits for 50/50 and Grand Raffle have been filed and those permits should be issued prior to the next Board Meeting.

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

Ms. Mayer updated the trustees on the Grand Raffle Event. The Grand Raffle Prizes have been secured thanks to many generous donations from Library supporters. The letter for the mailing is being created and will be ready to go once NJ Gaming Commission Permit Numbers are issued, because those numbers have to be printed on the 50/50 and Grand Raffle Tickets. Tickets will be sold at the Bernardsville Farmers Market and at Starbucks and everyone's help is needed. The specific dates will be determined but approximately mid-June through September 21, 2024.

D. FINANCE COMMITTEE

Report given earlier in the meeting.

E. INVESTMENT COMMITTEE

Ms. Bertoni presented the BLF Investment Policy Statement which was last updated in 2016 and walked the trustees through the document. The Draft Investment Policy was emailed to all trustees prior to the meeting. Please read the policy and address questions to Ms. Bertoni prior to

the next meeting when a vote will be conducted to accept the updated BLF Investment Policy Statement.

F. MEMBERSHIP COMMITTEE.

No Report.

G. PUBLICITY COMMITTEE

i. PR

Ms. Watts announced the committee is open to all. She related the Publicity Committee Is working on Press Releases for the Library Giving Day Fundraiser and upcoming events.

ii. SOCIAL MEDIA

Ms. Watts will be working the Christine from the Library to coordinate social media content.

i. WEBSITE

Please send Ms. Chieko your bios for the website. An example was sent to everyone.

H. STRATEGIC PLANNING

No Report.

8. CORRESPONDENCE

No Report

9. OLD BUSINESS

Bloomerang sent a donation in response to the Captcha problem on Library Giving Day.

10. NEW BUSINESS

Ms. Mason announced a fundraiser with Cycle Bar for September 21, 2024. The Trustees endorsed the event as a good idea and a good way to capture a new audience and a way to work with a new business in town.

11. NEXT MEETING: TUESDAY June 11, 2024, 6:30 PM LIBRARY Community Room or STORYTIME ROOM if Community Room is unavailable; or by Zoom if the room is not ready.

12. ADJOURNMENT. Vice Chair Mayer thanked the BLF for their hard work. Vice Chair Mayer adjourned the meeting at 7:33 pm.