

MINUTES OF THE JULY 8, 2025, MEETING OF
THE BERNARDSVILLE LIBRARY FOUNDATION, INC.

The meeting of the Board of Trustees of the Bernardsville Library Foundation, Inc. was held on July 8, 2025, at 6:30 p.m. via zoom.

ATTENDANCE: Jamie Bertoni, Patrice Cummings, Madelyn English, Justin Lynch, Colleen Mason, Shikha Mayer, Michael Myers, and Anne Reilly were present. Mary Fran Daley, Executive Director of the Library, and Allison Porter, Friends of the Library representative, and Rob Re, Board of Trustees representative, were also in attendance. Susan Miller, a potential BLF Trustee, was also in attendance. Absent: Debbie Heimerl and Ronnie Larini were absent.

1. WELCOME. Secretary Reilly called the meeting to order at 6:32 p.m. Chair Cummings welcomed the trustees, the liaisons, and the guests to the meeting. Chair Cummings introduced Susan Miller, a potential BLF Trustee, and Allison Porter, the Friends of the Library representative, to the BLF trustees.
2. MINUTES OF THE JUNE 10, 2025, MEETING. The June 2025 minutes were emailed to the trustees prior to the July 8, 2025, meeting. Ms. English noted one correction which was changed in the minutes. Chair Cummings moved that the June 10, 2025, BLF Meeting Minutes be approved as amended and Madelyn English seconded the motion. Hearing no further discussion or questions, a vote was conducted and the June 10, 2025, BLF Meeting Minutes were approved with the correction. Colleen Mason and Shikha Mayer abstained from voting.
3. TREASURER'S REPORT. Monthly Financial Reports. The June 2025 Monthly Financial Reports were emailed to the trustees prior to the July 8, 2025, meeting. Treasurer Myers reviewed the Monthly Financial Documents, noting the invoice from Bernardsville Print for the Annual Appeal is still pending. Donations to the Annual Appeal are tracking a little later than last year but it is expected that the budget will be met and the BLF will continue to receive donations throughout the rest of the year. Treasurer Myers reported we are on track to meet the 2025 Budget. Treasurer Myers moved that the June 2025 Monthly Financial Documents be approved as presented. Ms. Cummings seconded the motion. Hearing no further questions or comments, a roll call vote was conducted and the June 2025 Financial Documents were unanimously approved as presented. After reviewing the account balances, Treasurer Myers suggested that the Peapack Gladstone Checking Account balance goal be reduced to a balance of \$10,000.00 and that funds in excess of \$10,000.00 be transferred from the Peapack Gladstone Checking Account into the Fidelity Short Term Investments Account. Ms. Bertoni seconded the motion. Hearing no further questions or discussion a roll call vote was conducted and the new Peapack Gladstone account balance goal of \$10,000.00 was approved unanimously. Treasurer Myers

then moved that the Short Term Fidelity Investment account balance goal be \$35,000.00 and funds in excess of \$35,000.00 be transferred into the Endowment Fund. Ms. Mason seconded the motion. Hearing no further questions or discussion a roll call vote was conducted and the motion was approved unanimously.

4. **LIBRARY UPDATE, EXECUTIVE DIRECTOR'S REPORT.** Ms. Daley reported on the many changes occurring at the library with the reimagining and on the many programs at the library. The Summer Reading Program kicked off with 150 participants and fun prizes. The lunch program with the Friends of the Library is handing out 14-17 lunches per day. Beginning July 7, 2025, there was a phased re-opening of the library. Director Daley praised the library staff for their hard work and flexibility throughout the reimagining process. Director Daley reported on the status of furniture, missing desk pieces, and countertops that were being addressed by the vendors. A ribbon cutting and celebration of the reimagining and 25 years at the current library location will be held September 12, 2025, with more details to follow. Mr. Lynch, along with the entire BLF Board of Trustees commended Director Daley and the library staff for all of their hard work, dedication, patience, and vision that led to the updating and reimagining of the library.

ADDENDUM: The date and time of the Ribbon Cutting has since been changed to Thursday, September 4, 2025 at 5 PM at the library.

5. **LIAISONS.**
 - a. Board of Trustees. Mr. Re gave the updates from the Board of Trustees. Spending is in line with the 2025 budget. The Personnel Committee is updating performance goals and staff assessments to make them clearer and more efficient. The Board of Trustees is reviewing the third quarter strategic goals. The HR Policy Manual is in the process of being updated and is with the lawyers for comments and review.
 - b. Friends of the Library. Ms. Porter reported on the continuing summer programs conducted by the Friends of the Library including Summer Reading Kickoff with increased attendance, Buddy the Bookworm Program with local businesses and the Travel Story Time. A new program being implemented by the Friends of the Library is a Story Walk along a walking trail in cooperation with Bernardsville Borough Recreation Department. The Friends of the Library are also in the process of brainstorming new fundraisers including Mystery Bags, a restaurant fundraising evening, and a Bingo Night.

6. **COMMITTEE REPORTS.**

- a. ANNUAL APPEAL COMMITTEE. The Annual Appeal fundraising is a little behind schedule due to a later mailing of the appeal letter. It is expected that the fundraising goal will be met by the end of the year.

- b. CORPORATE SPONSORSHIP COMMITTEE. Chair Cummings announced an application for a grant has been filed with the American Water Company and a Day of Giving with Jersey Mike's has been requested on their website.
- c. DONOR DEVELOPMENT COMMITTEE. Chair Cummings announced that the Planned Giving Program is not ready yet but its development is in process.
- d. EVENTS COMMITTEE. Another Gratitude Event is being planned for November 2025 on either Friday, November 14, or Saturday, November 15, Chair Cummings requested that the BLF Trustees save both those dates as help will be needed from all trustees.
- e. INVESTMENT AND FINANCE COMMITTEES. The Investment and Finance Committees had a joint meeting and reviewed the Endowment performance, the current asset allocation, and updates to the Investment Policy.
- f. MEMBERSHIP COMMITTEE. Chair Cummings announced that Ms. Donna Baier Stein has agreed to become an Honorary Trustee. She is an accomplished author and advocate for the Library. Ms. Susan Miller was introduced to the BLF Trustees and was given the opportunity to introduce herself and discuss her role as part of the BLF. Chair Cummings moved that Ms. Susan Miller be approved as a new trustee and member of the BLF. Mr. Myers seconded the motion. Hearing no further discussion or questions, a vote was conducted and Ms. Miller was unanimously and warmly welcomed as a new trustee. New trustees and/or volunteers are still needed for the following areas: Publicity, Legal, Database, Grants (Ms. Christine Tropp will post online for a volunteer the week of 7/7/25), Trustee Manual, and Strategic Planning.

7. CORRESPONDENCE. None

8. OLD BUSINESS. Mr. Myers has created Google Files for record keeping purposes. A link will be sent to all members to ensure members have access to the documents.

9. NEW BUSINESS. Chair Cummings is meeting with Ms. Tropp to consider ways to obtain email addresses of donors. Ms. Cummings asked if any trustee could attend the Board of Trustees meeting on July 15, 2025 in her place. Ms. English volunteered and will go as the BLF representative.

10. NEXT MEETING. Monday, August 11, 2025, at 6:30 p.m. in the Quiet Room.
(PLEASE NOTE CHANGE OF MEETING DATE).

Secretary Reilly adjourned the meeting at 7:29 p.m.