

MINUTES OF THE JUNE 10, 2025, MEETING OF
THE BERNARDSVILLE LIBRARY FOUNDATION, INC.

The meeting of the Board of Trustees of the Bernardsville Library Foundation, Inc. was held on June 10, 2025, at 6:30 p.m. via Zoom, because the Bernardsville Library is temporarily under renovation.

ATTENDANCE: Present were Trustees Jamie Bertoni, Patrice Cummings, Madelyn English, Debbie Heimerl, Ronnie Larini, Justin Lynch, Michael Myers, and Anne Reilly. Mary Fran Daley, Executive Director of the Library, and Carolyn Duff, Friends of the Library liaison, were also in attendance. Absent: Trustees Colleen Mason and Shikha Mayer, and Bernardsville Library Bd. of Trustee liaison, Rob Re.

1. WELCOME. Secretary Reilly called the meeting to order at 6:30 p.m. Chair Cummings welcomed the trustees and liaisons to the meeting. Ms. Cummings noted the brightness and freshness of the library from the recent upgrades in lighting and painting. Ms. Cummings asked Ms. Daley, Executive Director of the Library, to pass along her gratitude to the staff for all of their flexibility and dedication throughout the re-imagining process.
2. MINUTES OF THE MAY 13, 2025, MEETING. The May 2025 minutes were emailed to the trustees prior to the June 10, 2025, meeting. Ms. English noted a few corrections and will forward those to Secretary Reilly. Hearing no further discussion or comments, Secretary Reilly moved that the May 13, 2025, meeting minutes be approved with corrections. Ms. Cummings seconded the motion. A vote was conducted, and the May 13, 2025, BLF Meeting Minutes were approved with amendments.
3. TREASURER'S REPORT.
 - a. Monthly Financial Reports. The May 2025 Monthly Financial Reports were emailed to the trustees prior to the June 10, 2025, meeting. Treasurer Myers reviewed the Monthly Financial Documents. Treasurer Myers moved that the May 2025 Monthly Financial Documents be approved as presented. Ms. Bertoni seconded the motion. Hearing no questions or comments, a roll-call vote was conducted and the Financial Documents were unanimously approved as presented.
 - b. 2024 Tax Forms. The 2024 Tax 990 Form and filing documents were emailed to the trustees prior to the June 10, 2025, BLF Meeting. Ms. Cummings moved

that the 2024 Tax filing documents be approved as presented. Ms. Larini seconded the motion. Hearing no questions or comments, a roll-call vote was conducted, and the 2024 Tax filing documents were unanimously approved as presented.

4. **LIBRARY UPDATE, EXECUTIVE DIRECTOR'S REPORT.** Ms. Daley reported that the Summer Reading Program kicks off on June 14, 2025, at 11 a.m. to 12:30 p.m. All are invited to attend, and adults are encouraged to participate in the Summer Reading Program to increase adult participation numbers reported in the Library's Annual Report. Ms. Daley updated the trustees on logistics surrounding the new carpeting, furniture, and removal of old, sold, and/or donated furniture. Ms. Daley reviewed the timeline for the Library to be closed during the re-imagining. There will be a mini-library available during the re-imagining and summer programs will continue at off-site locations. The Library will be a pick-up location for summer lunches for eligible students throughout the summer. This program has been completely paid for by local donors to a Friends Go Fund Me page.
5. **LIAISONS.**
 - a. Board of Trustees. Director Daley reported that the Bernardsville Public Library Board of Trustees' next meeting is Tuesday, June 17, 2025, at 5:30 p.m. The Board continues to plan and monitor the Library re-imagining process. The Board will also be discussing proposed cuts to IMLS funding and the impact the proposed cuts will have on local service.
 - b. Friends of the Library. Ms. Duff reported on the continuing summer programs conducted by the Friends of the Library, including traveling Summer Reading events off-site, the concert series, and the Buddy the Bookworm program with local businesses. Ms. Duff shared the Social Media metrics being tracked by the Friends. Facebook views are up 670%. Instagram views are up 85%. The social media platforms are gaining new followers. The Friends of the Library Annual Appeal letter is being prepared for mailing during the Friends' fundraising time period. The Friends of the Library are preparing for the National Friends of the Library Week in October with the Spelling Bee and the Tiny Art Show. Possible adult programs such as aging gracefully, Tai Chi, and a possible Trivia Night and Math Program similar to the spelling bee are being considered.
6. **COMMITTEE REPORTS.**

- a. ANNUAL APPEAL COMMITTEE. The Annual Appeal letter was sent out on Monday, June 9, 2025. It was sent to approximately 3500+ homes. The same mailing lists were used as last year. There were very few “bounce backs” last year as compared to earlier years.
- b. CORPORATE SPONSORSHIP COMMITTEE. Mr. Lynch reports that the committee is still on track with their request to Kearny Bank. Kearny Bank communicated that they would review our corporate donor request at their next quarterly meeting.
- c. DONOR DEVELOPMENT COMMITTEE. Chair Cummings noted that the library re-imagining was being funded by two bequests and that this is an excellent marketing opportunity to highlight a planned giving program. Chair Cummings met earlier in the month with potential BLF member, Susan Miller. They discussed producing a “before and after” postcard highlighting the re-imagining and that it was funded by two bequests. The trustees discussed opportunities for marketing a planned giving program and ways to highlight “before and after” pictures of the library to elicit more interest in the library. Ms. Cummings will send an email asking for trustees to join the Gratitude Event Committee to host another gratitude event for major donors to be held in November 2025. Possible dates include Friday, November 14, 2025, and Saturday, November 15, 2025, 5:30 – 7:30 p.m.
- d. INVESTMENT AND FINANCE COMMITTEES. The committees will meet jointly on Thursday, June 12, 2025, with the Library Executive Director, Ms. Daley, and the Treasurer of the Board of Trustees, Mr. Krook, to discuss a disbursement plan for the Endowment funds.
- e. MEMBERSHIP COMMITTEE. Ms. Cummings is discussing membership with Ms. Susan Miller of Turpin Realty. The Membership Committee is still looking for members to join the BLF and volunteer for the following areas: Publicity, Legal, Database Management, Acknowledgements, Grants, Trustee Manual, and Strategic Planning.
- 7. CORRESPONDENCE. None
- 8. OLD BUSINESS.
- a. HONORARY TRUSTEES. Mr. and Mrs. Les and Eileen Quick have decided not to join the BLF as honorary members at this time.
- b. EVENT FOR JULIE. A “Thank You BBQ” is being planned for Ms. Julie Langenauer, on Wednesday, June 18, 2025, at Chair Cummings' home. Please RSVP for planning purposes.

9. NEW BUSINESS. Mr. Myers has created Google Files for record-keeping purposes. Ms. Reilly will send the BLF Executive Session Minutes to Mr. Myers for keeping on the Google files. A file has also been created for photographs of BLF events.
10. NEXT MEETING. Tuesday, July 8, 2025, at 6:30 p.m. in the Quiet Room.

Secretary Reilly adjourned the meeting at 7:37 p.m.