

MINUTES OF THE FEBRUARY 11, 2025, MEETING OF THE BERNARDSVILLE LIBRARY FOUNDATION, INC.

The meeting of the Board of Trustees of the Bernardsville Library Foundation, Inc. was held via Zoom on Tuesday, February 11, 2025, beginning at 6:31 p.m. The following trustees were in attendance: Patrice Cummings, Chair; Madelyn English; Debbie Heimerl; Roni Larini; Justin Lynch; Shikha Mayer; Michael Myers; and Anne Reilly (arriving at 6:37 p.m.). Absent trustees: Jamie Bertoni, Karen Brodsky, and Colleen Mason. Guests included Ms. Fran Daley, Library Director, and Ms. Carolyn Duff, Friends of the Library liaison, and Mr. Robert Re, Board of Trustees liaison.

1. WELCOME AND INTRODUCTIONS

Chair Cummings called the meeting to order at 6:31 p.m. The Bernardsville Library Foundation Trustees and visitors were warmly welcomed to the Zoom meeting. Chair Cummings reported that the Foundation had a very good January financially, and the Endowment increased due to increases in the stock market and to generous donations received in January 2025.

2. MINUTES JANUARY 14, 2025, MEETING

The January 14, 2025, Minutes were emailed to the Trustees before the February 11, 2025, meeting. Three corrections were requested to the January Minutes. Ms. Larini moved that the minutes be approved as amended, and Ms. Heimerl seconded the motion. Hearing no further discussion, a vote was conducted, and the Minutes of the January 14, 2025, Foundation meeting were approved unanimously. There were no abstentions.

3. FOUNDATION ROSTER

Chair Cummings presented the updated Bernardsville Library Foundation Roster, noting that some corrections need to be made. Corrections will be made, and an updated Roster will be provided at the next meeting.

4. INTRODUCTION OF GUESTS

Chair Cummings warmly welcomed and introduced two new representatives to the Foundation. Chair Cummings introduced Ms. Carolyn Duff, the new Friends of the Library liaison. Ms. Duff will be presenting the Friends of the Library updates going forward. Chair Cummings re-introduced Mr. Robert Re, Board of Trustees representative. Mr. Re will be representing the Library Board of Trustees going forward and providing the Library Board of Trustees updates at monthly meetings.

5. TREASURER'S REPORT

Treasurer Myers presented the January Monthly Financial Reports and the 2024 Year-End Financial Report. All documents were emailed to the members ahead of the February 11, 2025, Meeting. The 2024 Year-End Report was approved at the January 14, 2025, Bernardsville Library Foundation meeting. The 2024 Year-End Report was presented again for approval and to send the report to Mr. Jim Chan, CPA, to prepare 2024 tax documents. As per Mr. Myers, the reports have not changed since last month. Treasurer Myers moved that the reports be accepted and sent to Mr. Chan, CPA. Ms. Larini seconded the motion. Hearing no further discussion, a roll call vote was conducted, and the 2024 Year-End Financial Report was approved as presented and may now be sent to Mr. Chan, which Mr. Meyers will do immediately. Treasurer Myers then presented the January 2025 Monthly Financial Reports. Mr. Myers highlighted the \$25,000.00 gain in the Endowment value. There was a brief discussion regarding changing the goal balance of the funds to be held in the Operating/Checking account and the Short-term investment account. This

discussion will be tabled until the Bernardsville Council passes the budget. Mr. Myers moved that the January 2025 Financial Reports be approved as presented. Chair Cummings seconded the motion. Hearing no further discussion, a roll call vote was conducted, and the January 2025 Financial Reports were approved as presented.

6. BERNARDSVILLE LIBRARY UPDATE - DIRECTOR'S REPORT

Ms. Fran Daley, Library Director, presented a Library Update. Ms. Daley reports that she will be presenting The Year in Review 2024, updates on the renovations/re-imaging of the Library, and updates on the Strategic Plan to the Bernardsville Borough Council at the Monday, February 24, 2025 Council Meeting at 7 p.m. Trustees are encouraged to attend in person or via zoom to show support of the Library and Ms. Daley. Library usage was up across all categories, including circulation, new cards, computer use, program attendance, the number of programs, and e-book and app usage. Ms. Daley has been attending the Somerset Hills Faculty meetings to share the many resources available to teachers at the Bernardsville Library. The Library is launching a new interactive newsletter, "Wowbrary," with embedded links. The Library is also launching a new calendar with automated wait lists and email reminders to registrants of programs. There will be a professional development day for staff on March 6, 2025. The Library WIFI has been updated and increased by seven-fold. The Library millage has been reduced by the state. The effects of this will not be known until the Borough Council passes the budget.

7. LIAISONS & VISITORS

Ms. Duff presented the Friends of the Library update. The Friends just completed their successful fundraising event, Mini Golf, on February 1, 2025. This year, the event sold more raffle tickets than the previous year and conducted a successful Bike Raffle, and the Foundation Baskets created by Ms. Mayer were very popular again this year. Daytime attendance for the event increased, while nighttime attendance was down. The event will net about the same revenue as last year. Upcoming events include Makers Week beginning March 23, 2025, Crafters Open House, Cupcake decorating, and the 2025 concert series will be held on Sunday afternoons in the Library at 3 p.m. Chair Cummings noted and thanked the Friends for the \$25,000.00-\$50,000.00 that they donate to the Library, as well as the many library programs and events that are paid for by the Friends of the Bernardsville Library.

Mr. Re presented the Bernardsville Library Board of Trustees Report. The Board of Trustees had their re-organization meeting on January 21, 2025. The 2025 officers are President John Bertoni, Vice President Nancy Verduin, Treasurer Mark Krook, and Secretary Anita Ghandi. Mayor Mary Jane Canose will be the Borough Council designee. The budget request has been submitted to the Borough Council with plans to increase Library hours to pre-COVID hours. The re-imaging of the library is in the final stages, with renovations to begin at the end of April. Mr. Re thanked Nancy Verduin and Fran Daley for their hard work in planning the Library's re-imagining and refurbishing.

8. COMMITTEE REPORTS

A. CORPORATE SPONSORSHIP

Mr. Lynch reported the Foundation has received its first corporate sponsorship from Peapack Private Bank and Trust in the amount of \$1,000.00. The Corporate Sponsorship Committee, led by Mr. Lynch, will begin soliciting sponsorship from other local businesses. Mr. Lynch requested the Trustees think of other large corporations and contacts in those corporations that can be approached for sponsorship. Please forward ideas and names to Mr. Lynch.

B. DONOR DEVELOPMENT

Chair Cummings announced that the foundation website will be revamped to include a section for those who have been remembered through memorial donations.

C. EVENTS - Library Giving Day, April 1, 2025

Chair Cummings announced that the planning for the Library Giving Day has begun. Please read the Library Giving Day packet and note assignments have been given to trustees in order to make the day a success. Planning for the Annual Appeal Letter is also underway, and Ms. Heimerl has already begun working on the letter to be sent to the Bernardsville and Far Hills residents for the 2025 Annual Appeal. The Annual Appeal Letter is targeted to be mailed on or about May 1, 2025. Ms. Larini and Ms. Mayer volunteered to join Ms. Heimerl on the Annual Appeal Committee.

D. FINANCE COMMITTEE

Chair Cummings advised Treasurer Myers to pay the invoice to Accountant Jim Chan.

E. INVESTMENT COMMITTEE

The Investment Committee will begin a review and update of the Investment Policy.

F. MEMBERSHIP COMMITTEE.

The Membership Committee is still in search of a Lawyer and a Real Estate Agent to serve as trustees and for volunteers/trustees to coordinate publicity, databases, acknowledgments, grants, and the Trustee Manual. *

9. CORRESPONDENCE

None.

10. OLD BUSINESS

None.

11. NEW BUSINESS

None.

12.MEETING: Tuesday, March 11, 2025, via Zoom at 6:30 p.m. Several Trustees of the Foundation will not be available to join the meeting. Ms. Cummings will investigate the possibility of changing the date of the March meeting.

13.ADJOURNMENT.

Chair Cummings thanked the BLF Trustees and the Library Staff for their hard work. Secretary Reilly adjourned the meeting at 7:35 p.m.