

**Minutes of the Meeting of the Board of Trustees
of the Bernards Township Library
January 30, 2008**

1. CALL TO ORDER

President Joan Graff called the meeting to order at 7:40 p.m. in the Bernards Township Library Lower Level Conference Room. She then introduced two new Board members: Tracy Redling and Marie Schelfaut.

2. SUNSHINE LAW REMINDER

In accordance with the requirements of the Open Public Meetings Law of 1975, notice of the meeting was posted on the bulletin board in the Reception Hall of the Municipal Building, Collyer Lane, Basking Ridge and the Bernards Township Library Public Notices bulletin board; was mailed to *The Bernardsville News*, Bernardsville; was filed with the Township Clerk; and was posted on both the Township's website and the Library's website.

3. ROLL CALL

Present: Lois Bloom, Joan Graff, Wilma Harner, Rima Khalil, Mary Jane McNally, Tim Opremcak, Tracy Redling, Marie Schelfaut

Absent: John Malay

Also Present: Anne Meany

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

MOTION 08-01 was made by Wilma Harner and seconded by Lois Bloom to approve the minutes of the November 26, 2007 meeting as written. The motion carried unanimously.

6. PRESIDENT'S REPORT

- The Library Board's Nominating Committee composed of Wilma Harner and Mary Jane McNally is proposing the following slate of officers for the 2008 Board: President, Joan Graff; Treasurer, Lois Bloom; Secretary, Mary Jane McNally. **MOTION 08-02** to accept the slate proposed by the Nominating Committee passed unanimously.
- **MOTION 08-03** was made by Lois Bloom and seconded by Wilma Harner to adopt the following resolution in compliance with the "Public Contracts Law and Regulations" confirming contractual relationships with Baker & Taylor, Inc.; Recorded Books, Inc.; and Thomson Gale Group for the purchase of books and other library materials for more than \$29,000 in 2008. The motion passed unanimously.
- **MOTION 08-04** was made by Lois Bloom and seconded by Wilma Harner to adopt the 2008 Library Holiday and Closing Schedule as amended. The motion passed unanimously.

- **MOTION 08-05** was made by Lois Bloom and seconded by Wilma Harner to adopt the Library Board meeting schedule for 2008. The motion passed unanimously.
- Ms Graff reported that the feedback generated by the Focus Group sessions was positive.

7. DIRECTOR'S REPORT

- Ms Meany shared a statistical report generated by MAIN detailing remote web site usage.
- Ms Meany described several pieces of correspondence that she has received: a complaint about the security of the My Account encryption, a complaint about a zoo book, and several complimentary notes from patrons happy with Library service.
- Children's Supervising Librarian, Antonette D'Orazio has co-authored an article on service to special populations that was published in *Children and Libraries*.
- Mayor Carpenter has requested that all Township departments generate a customer satisfaction form that would be given to every patron who interacts with a staff member. The mayor wants to ensure that township employees are delivering the best customer service possible.
- End of the Year Performance Reviews have been completed according to schedule. The evaluations will be material in determining the Township's pay-for-performance salary increases.

8. COMMITTEE REPORTS

A. Treasurer/Finance—Lois Bloom

- Ms Bloom reported on the 2007 budget through January 23, 2008. To date \$1,921,102.41, or 86% of the budget, has been spent. The 2007 budget usually closes out around June because some outstanding bills have to clear. The unexpended balance will be set aside to cover roof repairs and bathroom renovations.
- Budget development for 2008 is progressing. The temporary allocation will cover Library expenses pending adoption of the official budget.

B. Friends of the Library Liaison—Wilma Harner

The next meeting of the Friends will be Saturday, February 2, 2008 at the Library.

C. Land and Building—Rima Khalil

ReSource Commercial Cleaners cleaned the carpeting during December. Once again their service was thorough and reasonable.

D. Legislation—Mary Jane McNally

Ms McNally distributed documents including: a summary of bills affecting libraries currently in the New Jersey State Legislature, articles explaining and endorsing the New Jersey Knowledge Initiative (NJKI), and contact information for state and federal legislators.

- E. Personnel—Joan Graff
Included in the Director's report.
- F. Policy—
To comply with Township practice regarding public comment at board meetings, Ms Graff suggested that the Board adopt a Policy on Public Comment at Library Board Meetings modeled on the Township's. The Board agreed that public comment should occur at the beginning of the agenda. **MOTION 08-06** was made by Mary Jane McNally and seconded by Lois Bloom to adopt the policy. The motion passed unanimously.
- G. Programming—Joan Graff
No report
- H. Technology—Mary Jane McNally
A new flat-screen monitor has been installed on the wall behind the circulation desk.
- I. Township Committee Liaison—John Malay
No report.

9. OLD BUSINESS

- Library Planning. Ms Meany reported that her initial opinion of the document produced by Bob Kieserman from the Focus Group Sessions was quite favorable. Ms Meany will share Mr. Kieserman's report with the staff and prepare a distillation of her reaction for the next Board meeting.
- Review Standing Committees. The Board completed its review of Standing Committees of the Board with a review of the charge of the Planning Committee. **MOTION 08-07** was made by Lois Bloom and seconded by Mary Jane McNally to affirm the existing wording of the committee's charge. The motion passed unanimously.

10. NEW BUSINESS

- The Board reviewed the report of 2007 Goals and Objectives with Accomplishments, including those submitted by Supervising Librarian in Circulation, Ann Grice and Information Services Technician, Ryan McCloskey. The Board complimented the entire library staff on its commitment to superior library service as evidenced by the broad scope of goals and depth of accomplishments attained during 2007.
- The Board reviewed the Library's proposed Goals and Objectives for 2008 and commented that they reflected the Library's commitment to excellent customer service.

11. ADJOURNMENT

- **MOTION 08-08** was made by Lois Bloom and seconded by Wilma Harner to adjourn the meeting at 8:48 p.m. The motion carried unanimously.
- The next meeting of the Bernards Township Library Board of Trustees will be 7:30 p.m., Wednesday, February 27, 2008 in the Lower Level Conference Room of the Library.