

WEB MINUTES: Board of Trustees Agenda
January 21, 2020 7pm
Boonton Holmes Library Board Room

Meeting Opened: 6:48pm

Attendance

Mr. Mark Hettrich (Board Member)	Ms. Suzanne Guerin (Board Member)
Mr. Steve Kampschmidt (President)	Alderwoman Marie DeVenezia (Town Govt Liaison)
ABSENT: Ms. Jane Conway (Secretary)	Ms. Laura Wagner (Executive Director)
Mr. Matthew DiLauri (Vice President)	

1. Secretary's Report

- **Motion to approve the minutes from the November 2019 Trustee Meeting: Matt DiLauri**
- Second: Suzanne Guerin
- Discussion:
- All in Favor: 4 Opposed: 0 Abstentions: 0

2. Treasurer's Report

- Monthly and YTD P&L was reviewed
- Proposed 2020 budget discussed
 - **Motion to approve 2020 Budget as presented and amended at meeting: Steve Kampschmidt** - Second: Suzanne Guerin
 - All in Favor: 4 Opposed: 0 Abstentions: 0
- Discussion on the creation of a financial reserve account with general rules and guidelines for its use and management was discussed and approved.
 - **Motion to create a reserve account: Steve Kampschmidt** - Second: Matthew DiLauri
 - All in Favor: 4 Opposed: 0 Abstentions: 0

3. Director's Report

- Website being finalized. Many existing and new features were discussed
- Library relations was discussed, and the board was updated on the positive relationship with BMS' landlord, the Library Director and her board of trustees
- Office needs were discussed including signage, technology and supplies computer
- The board was briefed about on-going retailer relations activities including 2020 program year feedback and supporting the independent retailers working group (Club 44)
- Events – The board agreed to adopt the 2020 Program year based on Retailer feedback
 - January-Main Street 2020
 - February-Valentine's First Friday
 - March-March on Main/Ladies Night Out
 - April-Open house, Spring on Main
 - May-Ladies Night Out/Fashionista First Friday
 - June-Music on Main in conjunction with Dog Days of Summer
 - July-Restaurant Week/All American Sidewalk Sale
 - August-Inside Out Sidewalk Sale/Taste of Boonton
 - September- Music on Main
 - October-Fall First Friday/BOOOOOOnton
 - November-Shop Small Kick Off

- December-Holidays on Main
- On-going planning activities for the 2020 Farmers Market was discussed including staffing, technology and other logistics
- The Design Committee updated the board on their current activities:
 - They held no meeting this month, to resume in February
 - all holiday decor taken down and stored, thank you design committee!

4. New Business/motions required

- ***Motion to purchase PC tower for BMS office not to exceed \$600: Matt DiLauri***
 - Second: Suzanne Geurin
 - Discussion:
 - All in Favor: 4 Opposed: 0 Abstentions: 0

- ***Motion to purchase desk/cabinet for BMS office not to exceed \$450: Matt DiLauri***
 - Second: Suzanne Geurin
 - Discussion: **Only to be spent should Jim Plaisted not be able to donate the desk he mentioned**
 - All in Favor: 4 Opposed: 0 Abstentions: 0

- ***Motion to purchase signage and children's outdoor furniture/coloring area for Farmers' Market not to exceed \$500: Matt DiLauri***
 - Second: Steve Kampschmidt
 - Discussion:
 - All in Favor: 4 Opposed: 0 Abstentions: 0

5. Meeting Adjourned: 8:43pm

- **NEXT BOARD OF TRUSTEES MEETING: Feb 18, 6:30pm**