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/BOOOOOnton  
     - 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