

**New Providence Memorial Library  
BOARD OF TRUSTEES MEETING**

**February 20, 2018**

<b>Board of Trustees:</b>	Mr. A. Au*	Mayor A. Morgan*
<b>Roll Call</b>	Mr. J. Cronin*	Ms. A. Nagle*
	Ms. Lisa Florio*	Mr. I. Singer*
	Ms. A. Karr*	Ms. K. Stieh*
	Mr. K. Lee*	Ms. P. Vinaixa*

(\* indicates present)

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A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on February 20, 2018 in the Conti Family Community Room.

President Ann Karr called the meeting to order at 7:30pm, and stated that adequate notice had been given in compliance with the Open Public Meetings Act.

***PUBLIC HEARING:***

Ms. Linda Gleason was in attendance representing the Friends of the New Providence Library.

***FRIENDS REPORT:***

Ms. Gleason reported that the concert featuring “Re-Member Then”, a doo wop group, was a great success on January 28th. They had a full house and even had to turn people away. The next concert coming up will feature Nina etc., a blues/rock trio, and they will be performing this Sunday, February 25<sup>th</sup>.

The March newsletter will be going out shortly. The newsletter seeks donations and new members of the Friends.

The art curator, Kathy Nademus is leaving and the position will be filled jointly by Louise Wheeler and Lynn Cellar.

***APPROVAL OF MINUTES:***

The minutes of the meeting held on January 16, 2018 were reviewed and unanimously accepted.

***COMMUNICATIONS:***

**Board Secretary – Kelli Stieh:** Ms. Stieh advised she has gone through the Comments to the Board box. A total of 14 comments were received.

Mr. Au suggested an anonymous online comment section be on the website for the Board of Trustees in the future. All members of the Board were in agreement that this should be done.

**Board of Education Liaison – Amy Nagle:** No new developments.

**Mayor’s Report – Mayor Allen Morgan:** The town has gone through the first pass of the budget and it looks good. A new Chase Bank will be going in at the old Friendly’s location and the building on the corner of Mountain Avenue and Diamond Hill Road has been purchased by the Summit Medical Group.

***DIRECTOR’S REPORT:***

The Director’s Report for January was reviewed and accepted as written. Discussion was held concerning the impact on the New Providence Memorial Library due to the temporary closing of the Berkeley Heights Public Library.

***COMMITTEE REPORTS:***

**Personnel:** Ms. Stieh reported interviews have been ongoing for a new Director. Four candidates have been interviewed and there is one more to go. When the interviews are complete the committee will schedule time with Ms. Karr to meet finalists. Time will then be scheduled for the Board to hear our recommendations.

One employee is retiring and two Board members will be conducting an exit interview.

**Building and Grounds:** Mr. Au is following up with Jimmy Johnston as to the sink hole, the parking spaces and the air conditioning. We also have a leak in the roof that needs to be repaired. The handicapped bathroom has been painted.

**Policy:** No new developments.

**Sunshine:** No new developments.

**Finance:** Ms. Vinaixa reviewed the Budget Analysis Reports prepared for this meeting

**Facilities:** Mr. Singer reported that the committee has met with two consultants, one of which had done work with us years ago. Information has been obtained and more information from us is needed as to the number of volumes in the library and how books are weeded out. A meeting has been scheduled with an architect this Friday, February 23, 2018, and a meeting with Wendy Barry and Keith Lynch from the Borough is scheduled for next week. The recommendation was to “go high”, so we are going to go for one million dollars. The first two consultants were advised we are not looking to change our footprint or build up. What we want to do is get a better flow. Both consultants agree that we are not maximizing use of our space. The architect will do a site evaluation. We have time before the application is due, and by the next meeting we will have more information to share with everyone.

***ACTION ON BILLS:***

*Motion to approve the February 2018 Bills Payable:* A. Au  
*Seconded:* J. Cronin

Motion to pay the following February 2018 bills was unanimously approved:

Operating Account:	\$54,991.01
Special Gifts Account:	<u>4.47</u>
<b>Total:</b>	<b>\$54,995.48</b>

***OLD BUSINESS:*** Nothing to report.

***NEW BUSINESS:*** Ms. Florio gave details of a staff in-service day scheduled for Wednesday, May 30, 2018. Approval needs to be given to close the library for the day. The plan is to have a seminar given by Jamie Novak and paid for through a grant from Library Link on organizing your work space. We will then have Captain Gazaway from the New Providence Police Department give active shooter training. The afternoon will allow us to do some projects, such as switching out the Young Adult and New Adult areas. This is easier to do while the library is closed. The Board requested that notification be given to the public of the closure including the use of a sandwich board outside.

Ms. Florio also advised she would like to apply for a grant from Library Link that relates to hiring consultants. She would like to get our website redesigned. Ms. Florio has spoken to our IT consultant about what is involved and she would like to make some additions such as registering for children's programs, etc.

Mr. Au advised he has finished the modifications to the public computers for the use of headphones. Instructions for using headphones have been posted.

***ADJOURNMENT:***

There being no further business, the meeting was adjourned at 8:46 pm.

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Mary Keenan  
Secretary to the Board

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Ann Karr  
President