

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

April 17, 2018

Board of Trustees:	Mr. A. Au	Mayor A. Morgan*
Roll Call	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)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on April 17, 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. Beth Spiegel was in attendance representing the Friends of the New Providence Library.

FRIENDS REPORT:

Ms. Spiegel reported that the Concord Singers, a women's chorus, will perform at 3pm on Sunday, April 29, 2018. Our newsletter has now been sent out by regular mail and by email. The Friends will be updating the Visual Arts Exhibits Application Form to include the new curator's names and also to state that the Friends will be released from responsibility for loss, damage or destruction while in the possession of the Library. The present form only releases the Library from responsibility.

APPROVAL OF MINUTES:

The minutes of the meeting held on March 20, 2018 were reviewed and unanimously accepted.

COMMUNICATIONS:

Board Secretary – Kelli Stieh: No new developments.

Board of Education Liaison – Amy Nagle: No report.

Mayor's Report – Mayor Allen Morgan: Mayor Morgan reported that the Borough managed to get through the tough storms. The budget is pretty much set. It was at 1.5% but must raise it

to just under 2% to put officers in the schools. We are working with the Board of Education as they will share the cost for security at all schools. A School Resource Officer will be added at the High School/Middle School, and Class 3 Officers will be assigned at the elementary schools. Class 3 Officers are retired police officers with full police power but they are not full-time employees.

DIRECTOR'S REPORT:

The Director's Report for March was reviewed and accepted as written. Ms. Florio stated that she has not spoken with Jimmy Johnston concerning the roof so no update is available. The men's room door is complete and working well. Elkwood Avenue was repaved last week. The MUF Trustee Dinner has been scheduled for May 2nd and everyone has been sent an email with the information. RSVPs are due back by Friday, April 20th so please let Ms. Florio know if anyone is interested in attending.

Ms. Florio advised she plans to move the collage of pictures and plaques from the entrance hall to the Conti Room. The pictures document the building of the Conti Family Community Room and the Coddington Room, and the space where they are located will be used to advertise library programming.

There will be a new logo for the library as we redo the website. The Board members advised keep the colors as they are ie: green, gold and white.

Last week was National Library Week and it was very successful. Bags, coasters, book store bucks, free movies and free replacement cards were among the giveaways. The patrons were very happy.

Ms. Florio stated that she will not be in attendance of the meeting in June. She hopes to make an offer to fill the Reference Librarian position by the end of the week. Her replacement will attend the meeting in her place. The position of Children's Librarian has been posted and the search is in progress.

Ms. Florio advised that she is holding a box with information from the construction of the Conti Family Community Room and the Coddington Room. If anyone would like to review this information the box is located in her office.

COMMITTEE REPORTS:

Personnel: No new developments.

Building and Grounds: Ms. Karr advised that Mr. Au is still working on issues concerning the pothole in the parking lot and the handicapped parking space. These will not be addressed until sometime this Spring. However, the dumpster issue needs to be addressed. Mayor Morgan advised he will speak to Jimmy Johnston concerning the unsightly conditions and the broken gate in the dumpster area.

Policy: No new developments. Ms. Karr advised we will be reviewing policies in September.

Sunshine: Ms. Karr advised the Board would like to hold a reception in honor of Lisa Florio. The reception will be held before the May 15th meeting. Mr. Lee advised Moe's Restaurant would like to be included in sponsoring the event. Details on the event will follow and invitations will be sent out.

Finance: Ms. Vinaixa reviewed the Budget Analysis Reports prepared for this meeting. Mr. Cronin advised that he, Ms. Vinaixa, Mr. Au and Ms. Florio will meet to discuss the results of the audit. The audit report will be discussed at next month's meeting.

Facilities: Mr. Cronin presented a planning overview on the New Providence Memorial Library's proposal for the Construction Bond Act. Discussion was held on how to enhance the use of the Historical Society's Room. Plans need to be finalized before going before Council for approval of the bond. Mr. Cronin will see if a presentation can be given to attendees at the reception for Ms. Florio.

ACTION ON BILLS:

Motion to approve the April 2018 Bills Payable:
Seconded:

P. Vinaixa
J. Cronin

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

Operating Account:	\$60,529.08
Special Gifts Account:	<u>23.81</u>
Total:	\$60,552.89

OLD BUSINESS: Nothing to report.

NEW BUSINESS:

*Motion to approve the hiring of Catherine Smallman
as a part-time library assistant at the rate of pay of
\$12.50 per hour for 5 hours per week:*
Seconded:

K. Stieh
A. Morgan

The motion to hire Catherine Smallman as a part-time library assistant at the rate of pay of \$12.50 per hour for 5 hours per week was unanimously approved.

Discussion took place on the topic of opening a debit card for the purpose of purchasing library supplies. Mr. Cronin advised that a policy needs to be established for proper segregation of duties relating to this account. The auditor should be contacted to discuss the best practices to get this procedure in place. It will be a limited account. Ms. Florio advised she will contact the auditor and this will be voted on at the next meeting.

Ms. Florio requested a change to Policy # 3-10 – Audio Visual Materials Lending Policy. There currently is a limit of three (3) on DVD rentals, CD's and Audio Books. The change would remove this limit. The limit was originally set due to our small collection of these materials. However, our collection has been greatly enhanced and the need to limit the number of items borrowed in these categories is no longer necessary. Ms. Florio will prepare the written policy and the Board will vote on it in May

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:35 pm.

Mary Keenan
Secretary to the Board

Ann Karr
President