

New Providence Memorial Library
377 Elkwood Avenue
New Providence, New Jersey 07974

LIBRARY BOARD OF TRUSTEES MEETING
April 18, 2023

AGENDA

Call to Order

Roll Call:

Lisa Barfield
John Cronin
Jon Keaney
Stacey Maisch
Amy Mascarina

Lisa McKnight
Mark Ondris
Perry Scopelliti
Stephen Vidal
Angela Wilson

Welcome to Visitors, with instructions on when to address the Board

Friends Report

Approval of Minutes of the March 21, 2023 meeting

Communications – (Open)

Superintendent of Schools' Designee – Jon Keaney

Mayor's Designee – Lisa McKnight

Director's Report

Committee Reports

Personnel:	Amy Mascarina
Policy:	Mark Ondris
Sunshine:	Angela Wilson
Building & Grounds:	Stephen Vidal
Finance:	John Cronin

Action on Bills

Old Business

- Board of Trustee Term Dates
- Building improvements

New Business

- Upcoming Trustee dinners for MUF (May'23) and LUCC (Fall'23)
- State Financial Disclosure Statement
- Resolution 2023-4 (Certificate of Deposit)

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library BOARD OF TRUSTEES MEETING

April 18, 2023

Board of Trustees:	Ms. L. Barfield*	Ms. L. McKnight*
Roll Call	Mr. J. Cronin*	Mr. M. Ondris*
	Mr. J. Keaney*	Mr. P. Scopelliti*
	Ms. S. Maisch*	Mr. S. Vidal*
	Ms. A. Mascarina	Ms. A. Wilson*

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on April 18, 2023 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:30 pm and stated that adequate notice had been given in compliance with the Open Public Meetings Act by both publication of the meeting schedule in The Courier News and the Star-Ledger and on the library's website, and the Borough of New Providence's website.

PUBLIC HEARING:

Sangeeta Benbow, President of the Friends, was in attendance.

FRIENDS REPORT:

Ms. Benbow said Friends finalized the letter for their spring appeal. An electronic version was sent out on April 15th. She is hoping the new campaign will bring in new funding. Mr. Scopelliti asked what is their fundraising goal. Ms. Benbow answered that their goal is \$12,000.

During April and May, the Conti room will showcase art from students at New Providence High School.

The Summer art show will showcase travel photos from the New Providence community. NPML staff may bring in travel souvenirs to display in a case in July.

The Friends have set concert dates from fall 2023 to spring 2024, including Irish, high school, and Women of Rock.

They are hoping for a big community turnout to their Murder Mystery to be held in October 2023.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March 21, 2023 Board meeting was made by Mr. Scopelliti and seconded by Ms. Wilson. The minutes of the March 21, 2023 Board meeting were approved unanimously with Mr. Vidal abstaining.

COMMUNICATIONS:

Board Secretary – (Open):

Superintendent of School's Designee – Jon Kearney: Mr. Kearney said that the Disney trip for the music department was a huge success. The New Providence High School band was the last to march before the park closed down due to storms. The students made it home safely on their chartered flight, however, parents were diverted to other cities, but all got home eventually.

The district is undergoing an equity landscape focus group process. The community is sharing feedback on diversity, equity, and inclusion in the schools and Borough as a whole. The New Providence Education Foundation raised over \$80,000 to give to New Providence school district teachers through mini grants. The school district has successfully hired more substitutes after the increase in pay rates. Snow days were given back during Memorial Day weekend to create a 6-day break. Mr. Scopelliti asked if they expect an uptick in kindergarten enrollment. Mr. Kearney responded there is no expected significant change to enrollment, and they expect to have three or four classes of full day kindergarten at each school with 18-22 students per class.

Mayor's Designee – Lisa McKnight: Ms. McKnight reported that the Municipal budget was presented three weeks ago and will be adopted on Tuesday April 25th. The library appropriations increased 9% to \$1,119,602 (determined by the State).

The Green Fair and New Providence Community Day will be held on April 22nd at Centennial Park celebrating sustainability. NPML will have a table at the Green Fair. New Providence Community Day is a police department event which includes a drug take back program as well as a bike raffle.

May is Mental Health Awareness Month. The Borough wants to Paint the Town GREEN for awareness. Mental Health organizations will donate a collection of books to NPML for patrons to use and take home on an honor-code basis. The idea is to prevent any stigma or judgement from anyone seeing someone check out one of these books.

June 3rd is New Providence Unity Day featuring the Diversity Committee as well as some New Providence student groups and clubs sharing their cultural background.

The New Providence Community Pool is celebrating its 60th anniversary on June 10th. A big celebration will commemorate the anniversary.

The HVAC system is to be installed in the Coddington room at NPML on April 20th.

DIRECTOR'S REPORT:

Ms. Maisch announced the safe treads have been installed in the staff stair case. Tree and shrub trimming has begun. The teen wall will be painted a blue-gray on April 26th. Integrated Tech worked out a solution to Apple streaming in the Conti room and it is functional; they still need a blue tooth piece to complete everything.

Ms. Maisch and Elizabeth Hathway (children's librarian) met with the senior center and offered suggestions on book groups. Ellen Malosh (reference) is in Phase II of Engaging Beyond Our Walls with events like scavenger hunts and outdoor challenges to connect the community to NPML. Mr. Ondris commented he likes that Ellen is going into the community and he commended Ms. Maisch for attending meetings with the Borough as an effective way to establish relationships.

Ms. Maisch is interviewing for substitute circulation staff.

The Union County grant funds are still undefined as to whether the calculation will be based on a per capita percentage. This means the funds to NPML could be as low as \$6,000 or as high as \$14,000.

Main Consortium will conduct an on-site audit at NPML on April 27th.

Mr. Cronin made a motion to accept the Director's Report as submitted. Mr. Vidal seconded the motion and the motion was passed unanimously.

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: Mr. Ondris reported his intent to make policies more consistent with the Borough's policies. The attorney who prepared the policies did not make them consistent. The policy committee should review all and make changes where necessary. Mr. Ondris said in the past he had tried to align NPML with the Borough, but now his focus is on NPML which is different than the Borough and cannot be the same. Ms. Maisch shared the challenges she faces hiring enough substitutes to ensure the circulation desk has three staff in the evenings. It is difficult to hire substitutes unless you raise the pay.

Sunshine: Ms. Wilson is meeting with NPML staff on April 21st at 9:30am to see how she can be of service.

Building & Grounds: Mr. Vidal reported that he and Ms. Barfield met with the NPML staff. He stated that we need to get consultants that came in previously to come back. Mr. Ondris would like to make a decision between using Main or other consultants at the May 16th meeting. Ms. Maish stated we may need to wait until after we are a member of Main but maybe we can get an estimate. Ms. Maisch learned from the Borough that the engineer contact is Colliers Engineering & Design and an environmental survey could fall between \$10,000 to \$50,000. Mr. Ondris wants goals set for every meeting and an update at the following meeting. Mr. Vidal said it is important to determine what short-term improvements (i.e. staff parking, dumpsters, patron driveway, and book drop) can be made that are compatible with a long-term plan. Nick Pazinko (Marketing & PR Coordinator) should publicize these improvements as they occur. Ms. Maisch was told by the Borough zoning officer that we should already have information regarding the front of the building when Lisa Florio did plans for a NJ Construction Bond Act. However, Ms. Maisch and the Trustees believe these plans were for the interior of the building, not exterior.

Finance: Mr. Cronin reported that we opened a \$100,000 certificate of deposit at 4.1% for 12 months at Haven Savings Bank.

Mr. Vidal made a motion to open the certificate of deposit. Mr. Ondris seconded the motion and the motion was passed unanimously.

Mr. Cronin reported that we have been through two drafts of the 2022 audit, with an unqualified opinion, and we will discuss in more detail at the May 16th meeting. Likely the week of April 24th, Ms. Maisch will receive the final audit and circulate a PDF to the Trustees and upload to the Google drive. Mr. Cronin asked everyone to read and review the audit report prior to the May 16th meeting.

Mr. Cronin reviewed the Budget vs. Actual report for March. The book store is doing well and interest will be more than budgeted. Expense variation is mostly due to timing, many expenses are underbudget. We are net \$78,000 underbudget.

ACTION ON BILLS:

Motion to approve the April 2023 Operating Account

Bills Payable and the Special Gifts Account Bills Payable: P. Scopelliti

Seconded:

J. Cronin

Operating Account	\$ 83,208.03
Special Gifts Account	<u>\$ 1,576.37</u>
Total	\$ 84,784.40

Motion to pay the April 2023 Operating Account and Special Gifts Account Bills Payable was unanimously approved.

Going forward, debit card expenses should be included in the Bill Payment List.

OLD BUSINESS:

Ms. Maisch shared the Trustee list and term expiration dates.

NEW BUSINESS:

MUF and LUCC will be holding Trustee dinners, likely in Fall'23, dates to be determined. MUF is for all Trustees, and LUCC is for a designee (anyone except the president or liaison).

Trustees need to complete the State financial disclosure form. Mr. Ondris said a minimal amount of information is required but everyone needs to complete by the April 30th deadline.

Mr. Vidal said we should form a stakeholder group to help us accomplish our building improvement goals and seek ambassadors to help promote our vision. The group will include Ms. McKnight, Ms. Maisch, and others to be determined. Mr. Ondris and Ms. Wilson will reach out to Betty Metzger regarding her potential involvement. Mr. Vidal would like to have a final list of names for the group by the May 16th meeting.

Mr. Cronin said the Finance Committee should have latitude to invest in a high interest rate environment and therefore a preemptive resolution to invest additional funds in a Certificate of Deposit is wise planning.

RESOLUTIONS:

Resolution No. 2023-4 – Resolution authorizing transfer of funds from the operating account at Citizens Bank to a certificate of deposit at Haven Savings Bank.

Resolution No. 2023-4 – Allows the Trustees to transfer a cumulative amount up to \$1,000,000, inclusive of the \$500,000 approved per Resolution No 2022-9, from the Operating Account at Citizens Bank to one or more Certificates of Deposit at Haven Savings Bank for a period not to exceed two years at the prevailing interest rate. The Resolution was approved as follows:

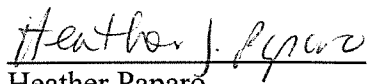
RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
L. Barfield	x			
J. Cronin	x			
J. Keaney	x			
A. Mascarina			x	
L. McKnight	x			
M. Ondris	x			
P. Scopelliti	x			
S. Vidal	x			
A. Wilson	x			

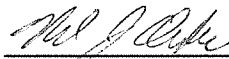
CLOSED SESSION: There was no business requiring a closed session.

ADJOURNMENT:

There being no further business, Mr. Ondris made a motion to adjourn the meeting. Mr. Cronin seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:49 pm.



Heather Paparo
Bookkeeper & Administrative Assistant



Mark J. Ondris
President