

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

October 2, 2019

| | | |
|---------------------------|------------------|-----------------|
| Board of Trustees: | Mr. A. Au* | Mayor A. Morgan |
| Roll Call | Mr. J. Cronin* | Ms. A. Nagle* |
| | Ms. Lisa Florio* | Ms. K. Stieh* |
| | Ms. A. Karr* | Ms. P. Vinaixa* |
| | Mr. K. Lee* | |

(* indicates present)

A special meeting of the Board of Trustees of the New Providence Memorial Library was held on October 2, 2019 in the Conti Family Community Room.

President John Cronin called the meeting to order at 7:04 pm, and stated that adequate notice had been given in compliance with the Open Public Meetings Act.

PUBLIC HEARING:

No members of the public were in attendance.

FRIENDS REPORT:

Ms. Florio reported that the Friends have not yet had a meeting this Fall but one is scheduled for next week. The first concert for Octoberfest had about 32 people attending. Concerts have been scheduled for November and December. The Craft Fair will be held on October 19th. It has not yet been decided if the Friends will participate in the New Providence Street Fair though they do have a reserved spot.

APPROVAL OF MINUTES:

The minutes of the meeting held on June 18, 2019 were unanimously approved. The minutes of the meeting held on July 8, 2019 were also unanimously approved.

COMMUNICATIONS:

Board Secretary – Patricia Vinaixa: Ms. Vinaixa reported that a thank you card had been received from Mary Keenan.

Board of Education Liaison – Amy Nagle: Ms. Nagle reported that about one month has passed since the start of the school year and things are going well. Right now seventh grade orientation is ongoing. There is an interim media specialist at Salt Brook School. All the sports teams are off to a good start and the marching band is good as always.

Mayor’s Report – Mayor Allen Morgan: No report available.

DIRECTOR’S REPORT: The Director’s report was reviewed, discussed and accepted as written.

Ms. Florio reported that the library had a terrific summer. There was a lot of participation in the reading programs. A delightful lawn party was held at the end of the program which went very well, and the plan is to do this again next year. Stacey Maisch is working with our teen volunteers, and they will be getting more involved. She will be teaching them to do shelving of books and shelf reading which will help out at the circulation desk. Interviews will be starting to replace Mary Keenan. I have decided to split the full time position into two part time positions, one being for the bookkeeping and the other for administration. Several applications have already been received. Maybe some of the processes will be changed as well.

Mr. Au asked about the status of remote access on the computers. Ms. Florio stated she has decided to go with Lifeline in Cranford. This involves backing up six staff computers. Ms. Florio also looked into remote maintenance on the public computers. They need to be replaced as they are only Windows 7 which is inadequate. A call has been made to Dell and the pricing will include a five year warranty on each computer purchased. The warranty will include all maintenance.

Ms. Nagle asked if there has been any news on the NJ Construction Bond Act. Ms. Florio advised that there has been no news. Ms. Stieh stated that a proposed bill has been filed and this could take another year.

The survey responses are in and 312 patrons participated. The results will be compiled and we have been placed on the agenda for October 28 at the Borough Council meeting. Mr. Cronin requested that as many Board members as possible attend this meeting.

COMMITTEE REPORTS:

Personnel: Ms. Stieh reported that Mary Keenan will be retiring. Board members should prepare in November to discuss the Director's evaluation.

Policy: Mr. Cronin advised he will hold off on assigning Policy Chair to anyone right now. He is hopeful that the new Board member that is assigned by the Mayor will have the qualifications to fill this position.

Sunshine: No new developments.

Finance: No report . Finance reports will be updated at the October 15th meeting.

NJ Construction Bond Act: No new developments.

ACTION ON BILLS:

Motion to approve the July 2019 Bills Payable:

A. Karr

Seconded:

K. Stieh

Motion to pay the following July 2019 Bills Payable was unanimously approved:

| | |
|------------------------|--------------------|
| Operating Account: | \$72,388.32 |
| Special Gifts Account: | <u>187.56</u> |
| Total: | \$72,575.88 |

Motion to approve the August 2019 Bill Payable:

A. Karr

Seconded:

J. Cronin

Motion to pay the following August 2019 Bills Payable was unanimously approved:

| | |
|------------------------|--------------------|
| Operating Account: | \$63,228.25 |
| Special Gifts Account: | <u>382.90</u> |
| Total: | \$63,611.15 |

Motion to approve the September 2019 Bills Payable:
Seconded:

A. Karr
J. Cronin

Motion to pay the following September 2019 Bills Payable was unanimously approved:

| | |
|------------------------|--------------------|
| Operating Account: | \$69,428.54 |
| Special Gifts Account: | <u>348.37</u> |
| Total: | \$69,776.91 |

OLD BUSINESS:

Ms. Florio advised she is still looking into the leases on our copier machines.

NEW BUSINESS:

The proposed Board of Trustee Meeting dates for 2020 were reviewed. An addition was made for January 28, 2020 which will be a closed session.

The proposed 2020 Holiday and Closing dates were reviewed.

Ms. Florio requested that April 22, 2020 be added as a closing date for a Staff Development Day. This proposal was agreed to and the date will be added to the closing calendar. Two speakers will make presentations on Reader's Advisory and the day will be shared with the Kenilworth library.

The 'quiet area' has some policing and for the most part is going well. Tutoring activity has been out of control and one patron feels the Coddington Room is her private office. Signs will be posted to alert patrons to keep the doors open for everyone's use.

Mr. Cronin requested the minutes reflect the great performance of the library staff during an outage over the summer that took out the phone lines and internet service. Everything at the library remained well under control.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:45pm.

Mary Keenan
Secretary to the Board

John Cronin
President