

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

June 18, 2019

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 June 18, 2019 in the Conti Family Community Room.

President John Cronin 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.

PUBLIC HEARING:

Mr. Cronin distributed two articles for all Board members to read. The first article discusses reviewing the performance of your library director. The second article addresses tips for Trustees on promoting equity, diversity and inclusion in your library. He also stated that the Star Ledger published a review of Kanopy on Sunday, May 26, 2019 which advises patrons to check and see if their own library subscribes. Our library does offer the use of Kanopy.

Mr. Cronin requested that the minutes reflect a thank you to Mr. Singer for his years of service to the Board and to the community.

Louise Wheeler was in attendance representing Friends.

FRIENDS REPORT:

Ms. Wheeler reported that the last concert for this season was the Concord Singers. About 30 people attended and enjoyed the performance. The paper Newsletter has been mailed out following the email edition. So far the donations have amounted to about \$3,000. Of that, only 4 donors have used the online Community Pass.

The community Quilt Show is up. Thirty quilts were submitted from 14 or 15 difference residents. The display will change in July and the library is having different events. Documentaries will be shown and children will have stories and crafts one of which will be a gluing quilt craft. The Friends would like to do a community event each year. We have received many compliments on the display.

The Friends have added two books to the library's collection in honor of Jamie Peterson who is moving. Marisa Klapwald is now the new program director for our musical performances. The Friends had a meeting last week and the next one is scheduled for September.

The Board thanked the Friends and Ms. Wheeler for all they do!

APPROVAL OF MINUTES:

The minutes of the meeting held on May 21, 2019 were unanimously approved.

COMMUNICATIONS:

Board Secretary – Patricia Vinaixa: No new developments.

Board of Education Liaison – Amy Nagle: No report available.

Mayor’s Report – Mayor Allen Morgan: Mr. Morgan reported that the town’s budget is complete with a .45% increase. The Affordable Housing issue has been finalized until 2025. Lantern Hill will be expanding onto some of the old Linde property. A gated 55+ community will also be going in. C.R. Bard has given the town the soccer field located on Central Avenue and a developer will be working on the former business location. The Nokia property was not included in the Affordable Housing numbers as no one knows what the plan is there.

New Providence has received \$420,000 for sidewalks in the borough as part of the Safe Walk to School program. The work on Harmony Park will be going on and the borough will be extending the streetscapes. The borough has also appointed a new judge.

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

A special meeting will be held in July to discuss the options available for a new server. This should be planned now as the server needs to be replaced in October and the decision should not wait until September’s meeting. Ms. Vinaixa will work on getting a date set where everyone is available.

Ms. Florio presented the June Status Reports detailing the goals and objectives of Ellen Malosh, Samantha Insetta, Stacey Maisch, Jennifer Sprinzen and herself that have been completed since January 1, 2019. The goals discussed were those that appear in the Strategic Plan.

COMMITTEE REPORTS:

Personnel: No new developments.

Policy: Will be discussed under New Business.

Sunshine: Mr. Lee advised he will purchase cards for Phyllis Conrad and Samantha Insetta.

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

NJ Construction Bond Act: Ms. Stieh will replace Mr. Singer on this committee. Ms. Florio will coordinate a meeting with the Borough’s finance committee and Mr. Doug Marvin to obtain some information on how to move forward with funding. We need information to establish a timeline and ask them what needs to be done and in what order. We should have a plan to present to them.

ACTION ON BILLS:

*Motion to approve the June 2019 Bills Payable:
Seconded:*

A Morgan
A. Au

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

Operating Account:	\$80,081.36
Special Gifts Account:	<u>1,312.83</u>
Total:	\$82,394.19

OLD BUSINESS:

As Personnel Chair, Ms. Stieh advised she will work on the Personnel Policy over the summer.

NEW BUSINESS:

Motion to increase the mileage allowance from \$.48 to be in line with the IRS recommendation each year effective July 1, 2019:
Seconded:

A. Morgan
K. Lee

The motion to increase the mileage allowance from \$.48 to be in line with the IRS recommendation each year effective July 1, 2019 was unanimously approved.

Motion to change Policy # 3-2 to Policy 3-2A:
Seconded:

K. Stieh
A. Au

The motion to change Policy # 3-2 to Policy # 3-2A was unanimously approved.

Motion to change the name of Policy # 3-2A from Library Use Policy to Library Use & Content Policy and remove the second sentence "Clients are responsible to perform background checks and reference checks as part of the hiring process" from paragraph 5:
Seconded:

K. Stieh

A. Au

The motion to change the name Policy # 3-2A from Library Use Policy to Library Use & Content Policy and remove the second sentence "Clients are responsible to perform background checks and reference checks as part of the hiring process" from paragraph 5 was unanimously approved.

Motion to accept the new Library Conduct Policy as Policy # 3-2B:
Seconded:

K. Stieh
A. Morgan & A. Au

The motion to accept the new Library Conduct Policy #3-2B as written was unanimously approved.

CLOSED SESSION:

Motion to move into closed session at 8:55 pm:
Seconded:

P. Vinaixa & A. Morgan
A. Au

The motion to move into closed session at 8:55 pm was unanimously approved.

Motion to move out of closed session at 9:00 pm:
Seconded:

K. Stieh
A. Au

The motion to move out of closed session at 9:00 pm was unanimously approved.

CONTINUATION OF REGULAR MEETING: Nothing to report.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:00pm.

Mary Keenan
Secretary to the Board

John Cronin
President