

**0New Providence Memorial Library
BOARD OF TRUSTEES MEETING**

May 21, 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 May 21, 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:

Beth Spiegel was in attendance representing Friends. Mr. Cronin welcomed her back on behalf of the Board.

FRIENDS REPORT:

Ms. Spiegel thanked the Board members for the card, well wishes and the book while she was out sick. She said it was very thoughtful and meant a lot to her.

Friends have wrapped up the year with two concerts. Pirates of Penzance was presented and the Concord Singers performed. Both performances were well attended.

The curator is planning a quilt show which will include traditional and modern quilts. The library will be involved in various events which will include a speaker from the Museum of Early Trades and Crafts, kid's activities, a reception, videos and quilting demonstrations. This will run in June and July.

The newsletter is out and now donations can be made online.

APPROVAL OF MINUTES:

The minutes of the meeting held on March 19, 2019 were unanimously approved.

The minutes of the meeting held on April 16, 2019 were unanimously approved.

COMMUNICATIONS:

Board Secretary – Patricia Vinaixa: Ms. Vinaixa advised two comments were received in the Board comment box. One asked why are we charging for DVDs – everything at a public library should be free. The second comment requested purchasing more fish. Ms. Florio also received a note from a patron anonymously complaining about mold on the outside of the library building.

Ms. Florio advised the charge for DVDs will continue. The library will be decreasing the budget allowance for DVDs in the future as streaming becomes more popular. A new company has just been hired to take care of the fish tank. He will be in next week to clean the tank and prepare it for adding more fish. The mold problem on the building will be added to the list for DPW work to be done.

Board of Education Liaison – Amy Nagle: Ms. Nagle reported that schools have another month or so. Testing just finished in the middle school and is now taking place in the high school. Summer reading is picking up. Ninth graders are working on a global issue project and will be coming to the library to do some filming. Some students made some very cool book art from books that were being discarded. They are on display in the high school/middle school media center.

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 advised that a group of people from the Shine Brighter Foundation came on Saturday, May 18th. Every year they do a project in memory of a young girl from town. They worked with the DPW putting down mulch at the library and doing other projects in town.

The Summer Reading Program will run from June 19th until July 31st. The theme this year is “Universe of Stories” and the program is for all ages. The library will be running events to tie in with the quilt display. Two sets of quilts will be on the walls for viewing, one set in June and another in July. A reception will be held on June 9th with a quilting demonstration that day. There will be videos shown on quilting, quilting demonstrations and a special story time for kids with a quilting theme throughout June and July. The Museum of Early Trades and Crafts, for which we have a library museum pass, currently has an exhibit called “Narrative Threads: New Jersey Quilts and Textiles”. A speaker will be coming to explain more about this exhibit. It will be a busy summer.

Groundwork Elizabeth is the name of the group that will be planting the pollinating garden that we received in the gardening grant. They will be here on Monday, June 10th at 10 AM. Perhaps some members of the Board can be here as well as the Mayor.

COMMITTEE REPORTS:

Personnel: No report available.

Policy: No report available.

Sunshine: Mr. Lee advised that sunshine was spread to Beth Spiegel from the Board. It was nice to give something back to someone who contributes so much to us.

Finance: Ms. Vinaxia presented the audit report. The Letter of Opinion has been updated to a non-qualified opinion which means we will now capitalize assets over \$5,000. The biggest item is surplus revenue of \$67,248. This amount will be moved into the reserve funds after discussion with Lisa. A motion will be made tonight to move this surplus. Ms. Karr had questioned the ability of moving funds from one restricted account to another. Ms. Florio spoke with the auditor and was advised that moving funds from one reserve account to another is permitted if this needs to be done at a later date. There has been no deviation from last year’s report.

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

Ms. Vinaxia presented information concerning the establishment of a foundation. There are two types of exempt organizations under a 501C3, one is a private foundation and the other is a public charity. With a private foundation one-third of the annual revenue must be self-generated from endowments and investments. We are not there. The library would fall under the public charity category where one-third of the annual revenue comes from the public. Libraries usually start out as a public charity. Mr. Cronin asked if there is a lot of paperwork and costs involved. A lot of thought will go into this. We should try to recruit talent: a CPA, a lawyer, someone who has talent at fundraising and establish a Board. A Mission Statement would need to be written stating that the corporation is for capital to be used on building improvements and not programming like the Friends and By-Laws would need to be established. It would be set up as a corporation so we would need an attorney who specializes in that. We must apply for tax exempt status and private funding may not be used to pay for the set up. Forms do need to be filed with the Federal and State governments annually.

NJ Construction Bond Act: Discussed under New Business.

ACTION ON BILLS:

Motion to approve the May 2019 Bills Payable: A. Karr
Seconded: J. Cronin

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

Operating Account:	\$66,992.72
Special Gifts Account:	<u>1,073.84</u>
Total:	\$68,066.56

OLD BUSINESS: None

NEW BUSINESS:

Ms. Vinaxia presented two motions for the transfer of surplus funds from the 2018 budget into reserve funds.

*Motion to approve the transfer of \$25,000 from
the 2018 surplus to the Technology Reserve Fund:* P. Vinaixa
Seconded: K. Lee

The motion to approve the transfer of \$25,000 from the 2018 surplus to the Technology Reserve Fund was unanimously approved.

*Motion to approve the transfer of \$42,248.93 from the
2018 surplus to the Building and Grounds Reserve Fund:* A. Karr
Seconded: J. Cronin

The motion to approve the transfer of \$42,248.93 from the 2018 surplus to the Building and Grounds Reserve Fund was unanimously approved.

Mr. Cronin presented a document that will be used as a marketing tool, in the presentation to the State for funding, and for the Steering Committee that will be set up. Mr. Au explained that Anthony Iovino has prepared a diagram to show each phase of the work to be done in the library with project phase detail. Phase 1 would cover the Young Adult/Reading/Study Room area of the library. The next section to be worked on would be the Adult Area/Main Room. The plan was broken into 6 phases in total. Ms. Florio suggested we look at what order the public would like the work done and the suggestion was made to hold another town meeting to discuss the plans. Mr. Au advised Mr. Cronin would head up the Steering Committee. Mr. Au and

Mr. Singer would also be on the committee. Mr. Au requested that Ms. Spiegel join them. Mr. Cronin has proposed sub-committees to cover all areas of the project. Many volunteers will be needed with expertise in the many fields. He asks the Board members to approach anyone they know who would be willing to get involved. A list will be developed with possible volunteers and the need for help should be posted on the website and throughout town. The diagram showing each phase of the work to be done should also be posted on the library website. Mr. Cronin also made a recommendation that all members of the Board make an early contribution to the fund to start off the fundraising campaign. Mr. Au advised he heard from Mr. Iovino that the Bond Act is moving forward and could be approved next month or soon after. Ms. Florio stated she does not think any news will be out until the fall at the earliest.

Ms. Florio advised that she has meetings set up with two people with expertise in fundraising/marketing, and she is looking for someone to chair the steering committee. She will know more after the meetings as to whether they will be able to help. She is looking for a mover/shaker person who has fundraising expertise and who knows exactly how to handle this project. Mr. Cronin would like to hear from Board members by June 7th with names of anyone they could recommend who may be involved in the project. Mr. Cronin and Mr. Au advised Ms. Spiegel that we are not just waiting for the Bond Act. The Strategic Plan established by this Board calls for the library to keep moving ahead to the future and the plan is to go ahead and start making these changes to improve our library by raising as much money as possible regardless of the outcome of the Bond Act. Any money that is raised does not have to be paid back and it will be used over however long it takes to complete the project. Ms. Florio advised that the current Strategic Plan ends in 2020. The new Strategic Plan should definitely include these plans and perhaps be included in the plans celebrating the library's centennial year in 2021.

CLOSED SESSION:

*Motion to move into closed session at 9:16 pm:
Seconded:*

A. Karr
J. Cronin

The motion to move into closed session at 9:16 pm was unanimously approved.

*Motion to move out of closed session at 9:30 pm:
Seconded:*

J. Cronin
A. Karr

The motion to move out of closed session at 9:30 pm was unanimously approved.

CONTINUATION OF REGULAR MEETING: Nothing to report.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:31pm.

Mary Keenan
Secretary to the Board

John Cronin
President