

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

**April 16, 2019**

<b>Board of Trustees:</b>	Mr. A. Au	Mayor A. Morgan
<b>Roll Call</b>	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)

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A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on April 16, 2019 in the Conti Family Community Room.

President John Cronin called the meeting to order at 7:35 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 for the Friends. On April 28<sup>th</sup> the Pirates of Penzance will be presented. The newsletter has not gone out yet as they are in the process of getting on to Community Pass which will assist in online donations. The decision was made to hold the newsletter until Community Pass was online.

***APPROVAL OF MINUTES:***

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

The minutes of the meeting held on March 19, 2019 will be amended and presented for approval at the May meeting.

***COMMUNICATIONS:***

**Board Secretary – Patricia Vinaixa:** No new developments

**Board of Education Liaison – Amy Nagle:** Ms. Nagle reported that schools are on Spring break right now. State testing will begin next week at the high school followed by the middle school and elementary schools. Seniors will be starting internships after Memorial Day. The music department just came back from performing at Disney.

**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 National Library Week was last week. Book store coupons, free movies, replacement cards and forgiven fines were some of what we offered.

The book store had a very good week. The library will now have a fish bowl out when programs are being offered should anyone care to make a donation. This is not a program fee, just donations to aid in offering more programs. Many patrons inquire as to whether there is a fee to attend some of our programs. This is true especially when free things are available to take home.

There is an article in the Trustee Newsletter by Peter Pearson on “How to Improve Your Library’s Fundraising”. This article will be forwarded to all Trustees. Ms. Florio advised the Board that the MUF dinner will be held on May 8, 2019. When the invitations are out she will forward them. Please RSVP to her so the reservations can be made.

A Community Garden Grant was requested and approved. Robert Keller, who heads up the New Providence Community Garden, and John Torriero will assist the library in using this grant. A Pollinating Garden was requested. Seeds and plants will be placed outside in front of the library.

**COMMITTEE REPORTS:**

**Personnel:** No new developments.

**Policy:** No report available. Ms. Florio advised that a link has been sent to all Trustees for a Google document containing all library policies.

**Sunshine:** Mr. Lee advised something will be sent to Beth Spiegel from the Board.

**Finance:** Ms. Vinaxia reviewed the Budget Analysis Reports prepared for this meeting. The audit has been completed and will be discussed at the May meeting. Information on establishing a foundation will also be presented in May.

**NJ Construction Bond Act:** Mr. Cronin stated that discussion was held last month concerning prioritizing what and when changes will be made and how much it will cost so work can be done in a piecemeal fashion. The committee went back to Mr. Iovino to have a report prepared on this matter. This report was not included in the original fee of \$7400.00 so a new invoice will be issued for \$500.00 for this service. There has been no movement on the NJ Construction Bond Act. The hope is things will start at the end of 2019 or early 2020.

**ACTION ON BILLS:**

*Motion to approve the April 2019 Bills Payable:*

A. Karr

*Seconded:*

K. Lee & J. Cronin

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

Operating Account:	\$71,817.70
Special Gifts Account:	<u>298.76</u>
<b>Total:</b>	<b>\$72,116.46</b>

**OLD BUSINESS:** Ms. Florio advised that Library Policy # 3-14 concerning the Internet/Wireless and Computer Policy needs to be updated concerning the need for ID if a patron requests a guest pass for the computer.

*Motion to approve the revision of Policy # 3-14*

*Internet/Wireless and Computer use Policy to delete the need for identification from patrons requesting a guest pass:  
Seconded:*

K. Lee  
A. Karr

Motion to approve the revision of Policy # 3-14 Internet/Wireless and Computer Use Policy to delete the need for identification from patrons requesting a guest pass was unanimously approved.

*Motion to rescind Policy # 3-15 Wireless Policy as this policy has been combined with Policy # 3-14:  
Seconded:*

A. Karr  
K. Lee

Motion to rescind Policy # 3-15 Wireless Policy as this policy has been combined with Policy #3-14 was unanimously approved.

*Motion to approve the rewritten Article XVI of the Personnel Policy – Vacation/Paid Time Off as written:  
Seconded:*

A. Karr  
K. Lee

Motion to approve the rewritten Article XVI of the Personnel Policy – Vacation/Paid Time Off as written was unanimously approved.

*Motion to rescind Article XVII of the Personnel Policy – Length of Vacation Time as this has been combined with the Full Time Vacation Policy:  
Seconded:*

A. Karr  
P. Vinaixa

Motion to rescind Article XVII of the Personnel Policy – Length of Vacation Time as this has been combined with the Full Time Vacation Policy was unanimously approved.

**NEW BUSINESS:** Mr. Cronin inquired as to how the Staff Development day was. Ms. Florio advised the day was a success. Many projects were addressed and the speaker, although not totally on topic, was good. The topic was to be on communication with patrons and dealing with conflicts. However, it was more about communicating with each other. We learned a lot about each other and it should help us to work as a team.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:20 pm.

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Mary Keenan  
Secretary to the Board

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John Cronin  
President