

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

January 15, 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 January 15, 2019 in the Conti Family Community Room.

President Ann Karr 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.

ELECTION OF OFFICERS:

Mr. Lee presented the new Slate of Officers for 2019.

President:	John Cronin
Vice-President:	Kelli Stieh
Treasurer:	Ann Karr
Secretary:	Patricia Vinaixa

There were no nominations from the floor.

<i>Motion to accept the new Slate of Officers as presented:</i>	K. Lee
<i>Seconded:</i>	A. Au

Motion to approve the 2019 Slate of Officers as presented by the Nominating Committee was unanimously accepted.

PUBLIC HEARING:

Ms. Beth Spiegel was in attendance representing the Friends of the New Providence Library.

FRIENDS REPORT:

Ms. Spiegel advised that starting the new year on January 27th, a jazz concert will be presented. On February 10th, a concert featuring love songs from the 60's and 70's will be featured. The Friends have doubled the programming budget for the library for this year. Donations increased due the sad passing of Mr. Opperthausen and a donation of \$1,000.00 from Google.

APPROVAL OF MINUTES:

The amended minutes of the meeting held on November 20, 2018 were unanimously approved.

The minutes of the meeting held on December 18, 2018 were unanimously approved.

COMMUNICATIONS:

Board Secretary – Kelli Stieh: A thank you card was received last May from Lisa Florio thanking us for the lovely reception in her honor. The note had been left unseen at the bottom of my mailbox.

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

Mayor’s Report – Mayor Allen Morgan: Mr. Morgan advised the Borough is still working on the Affordable Housing issue. Reorganization is done and all is going well. There is no news on work to be done on the Passaic Street bridge. This is a County project so we have no control over it.

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

Ms. Florio advised that Mr. John Bramnick will be giving a presentation on affordable housing sometime in March. It is a big concern in the community. Mr. Vito Gallo may also come. He is a planner and has done work with affordable housing.

We are up on Community Pass. Starting in February registration for programs will be done in this manner. The remote printing will also be running soon.

COMMITTEE REPORTS:

Personnel: Ms. Stieh advised all employees at the library have received the Rice Notice. The closed session is scheduled on Tuesday, January 29, 2019. The due date for Board members to send evaluations on Lisa Florio back to Ms. Stieh is January, 24, 2019.

Building and Grounds: Mr. Au advised Ms. Florio keeps us all informed with her Director’s report. Jimmy Johnston has taken care of the ceiling tile replacement in the Coddington Room, cleaning vents, replacing filters etc. Mr. Johnston advised that he does not think the library will need to close when the new heating and air conditioning system is installed.

Policy: No report available.

Sunshine: No new developments.

Finance: Ms. Vinaxia reviewed the Budget Analysis Report prepared for this meeting. Mr. Cronin would like the auditor to be contacted to start work on the audit.

Facilities: Mr. Au advised he has been in touch with Anthony Iovino. There has been no movement on the Construction Bond Act. He hopes that the regulations will come out this month. He would like to go ahead with Mr. Singer and Mr. Cronin and set up a marketing campaign for fundraising. Ms. Stieh advised the plans on the renovations should still be posted for the public’s information. Mr. Au feels that Ms. Florio takes care of the Building and Grounds issues in her Director’s Report. The Board has agreed to discontinue the Building and Grounds Committee report for the future.

ACTION ON BILLS:

Motion to approve the January 2019 (2018 Budget)

Bills Payable:

A. Au

Seconded:

K. Stieh

Motion to pay the following January 2019 (2018 Budget) Bills Payable was unanimously approved:

Operating Account:	\$49,127.07
Special Gifts Account:	<u>775.62</u>
Total:	\$49,902.69

Motion to approve the January 2019 Bills Payable:

A. Au

Seconded:

K. Stieh

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

Operating Account:	\$24,126.20
Special Gifts Account:	<u>361.85</u>
Total:	\$24,488.05

Mr. Au will be removed from the authorized signature list at TD Bank as his term as Treasurer is over. Mr. Cronin will be reinstated as an authorized signer as he is now the President of the Board.

Ms. Florio advised the Treasurer's bond insurance will also need to be changed from Mr. Au to Ms. Karr.

OLD BUSINESS:

Ms. Florio advised the Board that the next part of the Personnel Policy that needs to be addressed is Article XVII dealing with vacations. Our continued implementation of the Primepoint system is being held up due to inconsistencies in the policy. Mr. Cronin suggests that as each section is redone, it should be circulated to the Board for comments and discussion at a meeting.

Board members have checked the tutoring policies at neighboring libraries. Ms. Stieh advised that perhaps the Library Use Policy could be edited to add quiet zones where no talking is allowed. The computer area would be designated as a quiet zone as well as the reading area. Ms. Florio advised that she would like to include Ellen Malosh in the conversation when Mr. Singer is present. She feels the definition of quiet zone should be explained and she also feels it should be added to the Library Use Policy. This matter will be added to the agenda for the February meeting.

NEW BUSINESS:

Ms. Florio presented information on a checklist for quarterly maintenance issues. Mr. Lee advised he also deals with a monthly checklist at work. Mr. Au and Mr. Lee will put together a list for review of what should be checked in this building on a quarterly basis.

The matter of adding an additional Board member was discussed. The current Board is at the maximum number according to State statute.

Discussion was held concerning a complaint from a patron in reference to the computer located in the children's room. It was decided no changes will be made concerning the use of this computer.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:40 pm.

Mary Keenan
Secretary to the Board

John Cronin
President