

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

April 21, 2020

Board of Trustees:	Mr. A. Au*	Mayor A. Morgan*
Roll Call	Mr. J. Cronin*	Ms. D. Munies*
	Ms. M. Demich*	Mr. M. Ondris *
	Ms. Lisa Florio*	Ms. K. Stieh*
	Mr. K. Lee*	Ms. P. Vinaixa*

(* indicates present in the conference call)

A meeting of the Board of Trustees of the New Providence Memorial Library was held on April 21, 2020 by conference call.

President John Cronin called the meeting to order at 7:30 pm, and stated that adequate notice had been given in compliance with the amended Open Public Meetings Act.

PUBLIC HEARING:

No members of the public called in to the meeting.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March 17, 2020 meeting was made by Mr. Au and seconded by Ms. Vinaixa. The minutes of the meeting held on March 17, 2020 were unanimously approved.

DIRECTOR'S REPORT:

Ms. Florio reported that the application for the New Jersey Construction Bond Act was submitted yesterday.

All Full-Time staff members are working on projects at home. These projects include social media outreach, cleaning up borrower records, cataloging and calling our regular senior patrons to check in with them. Full-Time staff members are all receiving their full salary during this time. Part-Time staff members who normally work more than 8 hours a week between 9 AM and 5 PM all have projects which include preparing story times and crafts, book, movie and health recommendations, cataloging, and painting murals in the Coddington Room. Part-Time staff members are being paid their normal work hours if they fall between 9 AM and 5 PM. (No one is being paid for evenings or weekends.)

Programming is still continuing with live and recorded videos; Book Clubs and the Baseball Club are having virtual meetings.

The staff continues to do Outreach. This includes making calls to seniors to inform them of the Senior Buddy Program which helps older residents with grocery shopping and other things. A Community Grant from the Theresa Grotta Fund for Senior Care allows volunteers to help older residents with grocery shopping and other things. A book cart has been placed outside of the front door with books from the After Hours store. These

books are free to the public. Additional books are regularly added to the cart. There is a bi-weekly email blast listing the library's electronic resources. These library resources will be made available to the Board of Education to share with their students and families. Ms. Vallillo and Ms. Maisch each perform a weekly story time on either Facebook or the library's YouTube channel.

Five \$20 gift certificates from local restaurants will be raffled off as part of celebrating National Library week. There will be Facebook events every day and the daily drawings will be from among the people who comment on the Facebook posts.

In response to a question from Mr. Lee, Ms. Florio described how she is measuring staff productivity during the time the library is closed. She regularly meets with Full-Time staff by conference call. Part-Time staff who are working from home provide weekly progress reports. (Note: The administrative assistant comes in to the library three days a week and meets with the director then.)

ACTION ON BILLS:

Motion to approve the March 2020 Operating Acct. Bills Payable: P. Vinaixa
Seconded: J. Cronin

Motion to pay the March 2020 Operating Account Bills Payable was unanimously approved.

Motion to approve the March 2020 Special Gifts Account Bills Payable: P. Vinaixa
Seconded: J. Cronin

Motion to pay the March 2020 Special Gifts Account Bills Payable was unanimously approved.

Operating Account:	\$61,134.20
Special Gifts Account:	\$99.53
Debit Card	<u>\$0.00</u>
Total:	\$61,233.73

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:53 pm.

Leonard Favreau
Secretary to the Board

John Cronin
President