

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

March 17, 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)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on March 17, 2020 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:

Linda Gleason, President of the Friends was in attendance.

FRIENDS REPORT:

Friends Acting President Linda Gleason reported that Friends' activities have been disrupted due to the virus outbreak. The H.M.S. Pinafore concert will be rescheduled to a later date.

The new Facebook page is now up and running. The Friends have left Community Pass due to the expense and a PayPal account will be activated as soon as some technical issues are resolved. The new version of the annual appeal will be sent out after PayPal becomes active.

APPROVAL OF MINUTES:

A motion to approve the minutes of the February 18, 2020 meeting was made by Mr. Morgan and seconded by Mr. Au. The minutes of the meeting held on February 18, 2020 were unanimously approved.

COMMUNICATIONS:

Board Secretary – Kerry Lee: No report was presented.

Board of Education Liaison – Michelle Demich: No report was presented.

Mayor's Report – Mayor Allen Morgan: Mayor Morgan discussed the precautions that the Borough is taking to combat the COVID-19 outbreak. The Borough is following State of New Jersey guidelines. Playgrounds may be shut down and a curfew of 8:00 PM already is in place. The situation remains fluid and other measures may be taken such as closing of certain businesses such as nail salons and barber shops. Borough Hall will close to the public on Thursday. Mayor Morgan suggests that the borough website and Facebook page be

checked frequently for the latest news. Some Borough events have already been cancelled (Easter Egg Hunt) and others postponed (Tri Centennial Turkey Dinner).

DIRECTOR'S REPORT:

Ms. Florio reported that the Annual State Report has been submitted. At this time, all programs have been cancelled through April 16. The statewide Makers Day has been postponed and the library's in service day has been cancelled. Other scheduled programs will try to be rescheduled in the fall. Summer Reading programs have already been scheduled and may not be affected by the pandemic. To keep the public up to date while the library is closed, we will be posting information on social media frequently.

The Construction Bond Act is almost ready to be submitted; just working on the final draft of the narrative section. Ms. Florio would like to submit the grant in the next week.

On-line vendors such as Hoopla and Tumble Books are extending limits and adding free access while libraries are closed. We will watch spending on these applications to make sure we don't overspend.

There was discussion about cancelling the April Board meeting or having the Board meeting on-line. A "Pandemic Response Committee" was formed and possible members could be Mr. Cronin, Ms. Stieh, Mr. Ondris and Mayor Morgan.

Mr. Morgan made a motion to accept the Director's Report as written. M. Ondris seconded the motion and the motion was passed unanimously.

COMMITTEE REPORTS:

Personnel: The Board will provide Ms. Florio with her 2019 Director's review next week.

Policy: Mr. Ondris suggested that a policy for pandemic situations might be needed. The Mayor stated that the library would fall under municipal and state guidelines.

Sunshine: No report was available.

Finance: Mr. Cronin reported that nothing seemed unusual in this month's financial report.

New Jersey Library Construction Bond Act: The most recent information was discussed by Ms. Florio in the Director's Report.

ACTION ON BILLS:

Motion to approve the February 2020 Operating Acct. Bills Payable: J. Cronin
Seconded: A. Morgan

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

Motion to approve the February 2020 Special Gifts Account Bills Payable: J. Cronin
Seconded: A. Morgan

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

Motion to approve the February 2020 Debit Card Bills Payable:
Seconded:

J. Cronin
A. Morgan

Motion to pay the February 2020 Debit Card Bills Payable was unanimously approved.

Operating Account:	\$70,492.08
Special Gifts Account:	\$623.54
Debit Card	<u>\$89.04</u>
Total:	\$71,204.66

OLD BUSINESS:

Mr. Ondris reported that the Lions Club has approved \$3000 for a Senior Citizen's sitting section in the library. They would like a plaque installed in the area stating their donation. Mr. Cronin expressed his gratitude to Mr. Ondris and the Lions club on behalf of the Trustees.

NEW BUSINESS:

The discussion of the changes for the rental fees of the two Community Rooms and the policy changes for the fine schedule for the new children's backpack have both been tabled to a future date.

Ms. Florio described how full time staff will be working from home while the library is closed. She also said she would be working on finding projects for some staff members. There was considerable discussion about who should be paid during the time the library is closed. It was decided that all full-time staff will be paid their normal salary. Part-time staff may be paid for only the hours that they work or possibly for all of the regularly scheduled hours. Mayor Morgan said that he would ask the Borough's lawyer for guidance at the next Borough Council meeting. It was decided that the library would follow what the Borough decides for its employees. That will be decided at tomorrow's Council meeting. Ms. Barry, Borough Clerk, will communicate to Ms. Florio the Council's decision.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:21 pm.

Leonard Favreau
Secretary to the Board

John Cronin
President