

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

September 15, 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 September 15, 2020 by conference call.

President John Cronin called the meeting to order at 7:34 pm, and stated that adequate notice had been given in compliance with the amended Open Public Meetings Act.

PUBLIC HEARING:

Linda Gleason, President of the Friends was in attendance on the conference call. A member of the public was also on the conference call.

FRIENDS REPORT:

There was no report presented.

APPROVAL OF MINUTES:

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

COMMUNICATIONS:

Board Secretary – Kerry Lee: Mr. Lee reported that a letter from a resident dated September 1 was received by the Borough asking why the library has not opened yet and requesting that the library open as soon as possible. Ms. Florio has responded that the Trustees had established a COVID Response Team and that the library will open as soon as all precautions necessary to keep patrons and staff safe have been enacted.

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

Mayor’s Report – Mayor Allen Morgan: Mayor Morgan said that the borough came through the hurricane alright and that things have become calm. The County will be installing a ballot drop box in every municipality for vote by mail ballots. The Board of Elections will be emptying each box. It is not known yet where the

ballot box will be placed in New Providence. The Mayor thanked everyone for keeping things as normal as possible during these times.

DIRECTOR'S REPORT:

Ms. Florio received a call from the Borough Administrator stating that the voting ballot box would be located at the library. Cameras will be needed to monitor the ballot box. Members of the Board of Elections came to survey the library and decided to put the box near the side entrance in the main parking lot. The people who will install the camera outdoors came to the library to also determine what wiring would be needed in the library. A concrete slab will be poured near the walkway leading to the Conti Room. The Mayor will look into why it cannot be installed at the municipal center. There was discussion regarding how the use of the camera could affect the Wi-Fi bandwidth in the building.

Limited computer use will start on Monday, September, 28th. Two people at most can use a computer for a 45 minute session. Hopefully by mid-October, the library will be able to open to a limited number of people at a time. Joan Sequeira has moved several shelves to create a large open space at the front of the library. This section will become a "COVID Browsing" space for New Providence residents which will have new materials, selected children materials and other items that patrons can browse through. Other materials will still be available, but only through the staff. "Contactless Pickup" will continue once the library opens.

A reimbursement submission was made to the County for ~\$3000 of COVID related expenses. We have not heard back from them yet. A second request will be made through the NJ CARES Act which will be for ~\$24,000.

The inventory is almost finished; children's fiction is the only remaining section. A report will be written when the inventory is complete.

Mr. Ondris made a motion to accept the Director's Reports as submitted. Mr. Au seconded the motion and the motion was passed unanimously.

COMMITTEE REPORTS:

Personnel: No report was presented.

Policy: There will be a discussion of a new policy in New Business

Sunshine: No report was presented.

Finance: Mr. Cronin said that the 2019 audit review will be postponed until the October Board Meeting.

New Jersey Library Construction Bond Act: No report was presented.

ACTION ON BILLS:

Motion to approve the September 2020 Operating Account Bills Payable J. Cronin
Seconded: A. Au

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

*Motion to approve the September 2020 Special Gifts Account Bills Payable: J. Cronin
 Seconded: K. Lee*

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

Operating Account:	\$59,255.67
Special Gifts Account:	\$1,273.05
Total:	\$60,528.72

OLD BUSINESS:

Mr. Cronin discussed the formation of the Library Centennial Committee which would be made up of at least one Board member, members of the Friends, library staff and members of the community. Live events would be planned for the second half of 2021 due to the pandemic with virtual events taking place in the early part of the year.

NEW BUSINESS:

Mr. Cronin introduced the Staff Remote Work Policy by stating that all discretion in implementing this policy will rest with the director. Ms. Florio said that the current pandemic has created a situation where several staff members are working partially from home. A policy should be in place to make work from home expectations clear. Mr. Lee said that the policy is very detailed and covers all situations. During discussions, some changes to the policy were suggested. It was also suggested that staff members discuss work duties with the director and sign the policy before they begin to work from home.

RESOLUTION:

Resolution to Apply for Reimbursement (NJ CARES Act)

Mr. Cronin made a motion to approve the resolution and Mr. Ondris seconded the motion. Resolution 2020-3 approving the application to apply for funds through the NJ CARES Act in an amount not to exceed \$25,000 was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
A. Au	X			
J. Cronin	X			
M. Demich			X	
K. Lee	X			
A. Morgan			X	
D. Munies	X			
M. Ondris	X			
K. Stieh	X			
P. Vinaixa			X	

ADJOURNMENT:

There being no further business, Ms. Stieh made a motion to adjourn the meeting. Mr. Au seconded the motion. The motion passed unanimously and the meeting was adjourned at 9:10pm.

Leonard Favreau
Secretary to the Board

John Cronin
President