

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

November 17, 2020

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

(* indicates present on the conference call)

A meeting of the Board of Trustees of the New Providence Memorial Library was held on November 17, 2020 by conference call.

President John Cronin called the meeting to order at 7:31 pm, and stated that adequate notice had been given in compliance with the amended Open Public Meetings Act.

New Board member Jay Richter took the Oath of Office and Oath of Allegiance. The Board welcomed him as a new member.

PUBLIC HEARING:

No members of the public called in to the meeting

FRIENDS REPORT:

Ms. Florio gave the Friends report in the absence of Ms. Gleason. About \$10,000 in donations has been received so far this year. A follow-up letter to people who have donated in the past has gone out and hopefully additional donations will be received.

There will be a virtual Holiday Concert on Sunday, December 13 at 4:00 PM featuring the Florian Schantz Jazz Combo. The Friends are negotiating with a performer for a possible concert in February.

Some open positions on the Friends Board for 2021 have been filled including treasurer and recording membership chair. The Secretary and President positions are still open, however.

APPROVAL OF MINUTES:

A motion to approve the minutes of the October 20, 2020 meeting as submitted was made by Mr. Au and seconded by Ms. Stieh. The minutes of the meeting held on October 20, 2020 as submitted were approved unanimously.

COMMUNICATIONS:

Board Secretary – Kerry Lee: No report was presented since no communications were received.

Board of Education Liaison – Jay Richter: Mr. Richter gave an overview of the status of the school district in this time of pandemic. The Board of Education’s primary focus is the health and safety of the students and the staff. Currently, a hybrid form of learning is being used. There are two teams, “A” and “B”. About half of the students are in the building each day with the other half working from home using ZOOM to attend classes. The Board of Education is also concerned with the integrity of the instructional programming. Teachers have worked hard over the summer to be prepared for this type of learning environment and are continuing to plan for the next phase as the pandemic situation evolves.

Research teams made of teachers, administrators and district administrators have been working on Generation Z and the future of education since September, 2019. Four presentations on different topics have already been made at BOE meetings and the last two will be made this month. The topics include Instruction, Strategies of Learning, Generation Z Curriculum, Using Data to Make Decisions, Social Emotional Learning and Technological Tools Needed by Students. Four presentations are available on the board’s website and the last two will also become available on the website.

Mayor’s Report – Mayor Allen Morgan: The Mayor reported that no one knows for sure what will happen next with regard to the COVID pandemic. Governor Murphy has been making decisions that municipalities have to abide by based on the increase in the number of COVID cases. There are rumors of another shutdown if the numbers continue to increase.

Financially, the Borough is better off than many other municipalities. Construction has begun to increase which means more revenue from permits. However, 2021 will be a difficult budget year. The Library is fine with regard to the Appropriation since tax payments have been coming in as expected.

DIRECTOR’S REPORT:

Ms. Florio reported that the Library had a “soft opening” on November 9 which was unannounced to the public. Since then there has been a steady, but not large, stream of people coming into the building to browse in the designated areas. Two or three people have been regularly using the computers, but most time slots are unused. Many people still prefer to not enter the building. If the Governor shuts down libraries again, we will be forced to close. Otherwise we will continue to operate on a limited basis.

On November 10 Argent installed an Ionization unit in our HVAC system. This is a unit that cleanses the air of microbes and other particles circulated to the entire building. The cost of \$5000 will be submitted to NJ CARES for reimbursement.

The Governor’s Executive Order #192 requires that employers provide adequate PPE for their employees. It doesn’t change anything for the library staff, however. It also requires health screens be performed by each employee each day. The Library has used a self-affirmation system similar to the Borough’s where each employee signs a form stating in essence that if they come to work they affirm that they don’t have any COVID-like symptoms. The Borough has supplied the library with a temperature check machine for the staff and patrons who enter the building.

Last year, the library had a Gingerbread House Kit decorating craft and contest. Since it was extremely successful, this year we will be providing Gingerbread Trains Kits for decorating. We will also be asking for a donation of \$10 to help defray the cost (\$15) of these kits.

The Girl Scouts asked if they could put up a “Giving Tree” as in past year. Ms. Florio decided that it was not a good idea for people to come into the library and possibly linger near the tree this year due to the pandemic. It

is also possible that they library could be closed sometime in December. She suggested that the Girl Scouts either do something like a “virtual Giving Tree” or place the tree in the gazebo in town this year.

Mayor Morgan noted in the Director’s Report that there is a large leak in the hallway in front of the Conti Family Community Room. He will follow up with the DPW regarding this leak.

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

COMMITTEE REPORTS:

Personnel: No report was presented.

Policy: No report was presented

Sunshine: There was discussion regarding purchasing a book for the library in retiring Board member Patricia Vinaixa’s name. It was decided that a book in the area of finance would be purchased and Ms. Vinaixa would be sent an acknowledgement of this purchase.

Finance: Mr. Cronin stated that the largest sources of income, the Borough Appropriation and State Aid, are as expected based on the budget. Other sources of income such as printing, lost books and fines are much lower due to the pandemic. Expenses are lower this year due to the closure of the library. Mr. Cronin and Ms. Florio will begin work on a proposed budget for 2021 and present it at the December Board meeting. It will be a conservative budget due to the uncertainties for 2021 because of the pandemic.

New Jersey Library Construction Bond Act: Mr. Au reported that the list of libraries that received an award was made public last week. New Providence did not receive an award in this first round. A second round of awards will be made sometime in the first quarter of 2021. We will wait to see if the library receives an award then before making any plans.

ACTION ON BILLS:

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

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

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

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

Operating Account:	\$137,207.43
Special Gifts Account:	\$101.27
Total:	\$137,308.70

**OLD BUSINESS:
RESOLUTION:**

Resolution No. 2020-4 – 2021 Meeting Dates for the Board of Trustees

Resolution No. 2020-4 – designating the 2021 meeting dates for the Board of Trustees was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
A. Au	x			
J. Cronin	x			
K. Lee	x			
A. Morgan	x			
D. Munies	x			
M. Ondris	x			
J. Richter	x			
K. Stieh	x			

Resolution No. 2020-5 – 2021 Holiday Schedule

Resolution No. 2020-5 – designating the 2021 holiday schedule was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
A. Au	x			
J. Cronin	x			
K. Lee	x			
A. Morgan	x			
D. Munies	x			
M. Ondris	x			
J. Richter	x			
K. Stieh	x			

Resolution No. 2020-6 – 2021 Library Closing Schedule in addition to the Holiday Schedule

Resolution No. 2020-6 – designating the 2021 library closing schedule in addition to the holiday schedule was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
A. Au	x			
J. Cronin	x			
K. Lee	x			
A. Morgan	x			
D. Munies	x			
M. Ondris	x			
J. Richter	x			
K. Stieh	x			

NEW BUSINESS:

Mr. Cronin formed a Nominating Committee composed of Mr. Au, Ms. Munies and Mr. Ondris. They will present the new slate of officers for 2021 at the December meeting.

ADJOURNMENT:

There being no further business, Mayor Morgan made a motion to adjourn the meeting. Mr. Au seconded the motion. The motion passed unanimously and the meeting was adjourned at 8:49 pm.

Leonard Favreau
Secretary to the Board

John Cronin
President