

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

**November 20, 2018**

<b>Board of Trustees:</b>	Mr. A. Au*	Mayor A. Morgan*
<b>Roll Call</b>	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)

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A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on November 20, 2018 in the Conti Family Community Room.

President Ann Karr called the meeting to order at 7:32 pm, and stated that adequate notice had been given in compliance with the Open Public Meetings Act.

***PUBLIC HEARING:***

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

Ms. Karr introduced Victoria M. Bixel, a high-profile expert in the nonprofit arena, from Semple Bixel Associates, Inc. who presented information on fund-raising. Discussion followed the presentation as to the feasibility of this project. Fundraising needs to be done on a large scale. Mr. Au advised that details of the project must get out to the public. The community must know we want to make changes but we also need the money. Ms. Stieh will research neighboring libraries with capital projects in the works and get insight on how we will put this information on our website. Hopefully we can solicit volunteers from the community through the website.

***FRIENDS REPORT:***

Ms. Spiegel advised the Friends have had successful craft fair, bulb sale and street fair programs. A plaque is being ordered for the tree in memory of Robert Opperthausen. A concert was held last Sunday with a performance by Elefante Music which was well attended. There will be a holiday concert with Jamie Peterson in December. Ms. Peterson will be leaving us at the end of the school year and she will be missed. The Friends have amended the application for the Art Display policy.

***APPROVAL OF MINUTES:***

The minutes of the meeting held on October 16, 2018 were approved as written.

## ***COMMUNICATIONS:***

**Board Secretary – Kelli Stieh:** No new developments.

**Board of Education Liaison – Amy Nagle:** Ms. Nagle advised that Stacey Maisch and Samantha Insetta will be visiting with the middle school students on Wednesday, November 21<sup>st</sup> to do orientation.

Rebecca Coniglio is a new member of the Board of Education.

A meeting with Lisa will be scheduled with the media specialist.

The high school will not be renewing their partnership with Library Link beginning in January 2019.

**Mayor’s Report – Mayor Allen Morgan:** The Borough is still in negotiations concerning affordable housing. A hearing is scheduled in January 2019. The High School Marching Band has won the National Championship. The snow last week was a nightmare and no one was prepared. The County did not plow, the town employees did it. Leaves in the street made the plowing more difficult. The Holiday Festival is scheduled for Friday November 23<sup>rd</sup>, and Saturday, November 24<sup>th</sup> is Small Business Saturday. Invitations have gone out for the town’s Holiday Party.

***DIRECTOR’S REPORT:*** The Director’s report was reviewed and accepted as written. There is a potential issue with the roof. Ms. Florio spoke with Jimmy Johnston concerning replacement vs. repairs. We had some leaks and the roofers had to come back. The subject of next year’s budget came up and Ms. Florio advised him he had said the roof would be replaced. He now seems to think replacement is optional. He will be making assessments shortly for capital projects for 2019. Mr. Morgan advised he will speak to him concerning this issue. The roof should be replaced with the new air conditioner going in. Ms. Florio advised the Personnel Policy needs many changes as there is lot of language in the policy that does not apply anymore. This needs to be addressed. The policy needs to mirror what is being done. Also, another look must be made to review the Tutoring Policy and Conti Room use, perhaps establishing a “quiet zone”. Tutors are all over and they are very loud. This issue will be placed on the agenda for December.

## ***COMMITTEE REPORTS:***

**Personnel:** Ms. Stieh advised all members to send comments to Mr. Singer concerning the Personnel Policy. A rewrite will be sent to all members for your review. Discussion and possibly a vote will be held at next month’s meeting.

**Building and Grounds:** No new developments.

**Policy:** No report available.

**Sunshine:** No new developments

**Finance:** No report available. Mr. Cronin advised the budget should be ready to present to the Board at the December meeting.

**Facilities:** Mr. Au advised he has spoken with Anthony Iovino and there have been no changes or updates on the NJ Construction Bond Act. There is a need to get more information out to the public.

***ACTION ON BILLS:***

*Motion to approve the November 2018 Bills Payable:* A. Au  
*Seconded:* J. Cronin

Motion to pay the following November 2018 bills was unanimously approved:

Operating Account:	\$145,313.11
Special Gifts Account:	<u>2,101.15</u>
<b>Total:</b>	<b>\$148,119.79</b>

***OLD BUSINESS:***

The following changes have been proposed to the Art Display Policy (Policy # 3-4):

Under Statement of Policy, paragraph 3, the phrase “that may result from pictures taken” has been removed.

In the heading New Providence Memorial Library Display and Exhibit Waiver Release, the word “release” has been deleted.

The applicants E-mail and Home phone number information has been deleted.

“And Exhibit Waiver” has been deleted from the sentence “Complete form and return with The Friends of NPML Art Display Application form and your resume to:

Art Displays Curator has been changed to Art Curator.

The email address has been changed to [npmlcurator@gmail.com](mailto:npmlcurator@gmail.com) from [friendsofnplibrary@yahoo.com](mailto:friendsofnplibrary@yahoo.com).

*Motion to approve changes to the Art Display  
Policy # 3-4:* J. Cronin  
*Seconded:* A. Au

Motion to approve changes to the Art Display Policy # 3-4 was unanimously approved.

***NEW BUSINESS:***

Ms. Nagle and Mr. Lee and have been selected for the Nominating Committee for the new Slate of Officers in 2019. All positions need to be filled. Suggestions will be presented at the December meeting.

Ms. Florio advised the new website will be ready in December.

Ms. Florio requested permission to close the library for an In-Service day in 2019. The proposed dates are either April 3rd or April 10<sup>th</sup>. Ms. Florio advised she has obtained a \$500.00 grant to use for the In-Service day. Permission was granted.

Ms. Karr thanked the Friends for sponsoring the trip that Jennifer Sprinzen took to a TLC Conference. Ms. Spiegel advised that the Friends have doubled the budget for programming next year in lieu of paying for the online magazine subscription.

***ADJOURNMENT:***

There being no further business, the meeting was adjourned at 9:04 pm.

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Mary Keenan  
Secretary to the Board

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John Cronin  
Vice-President