

January 19, 2021
Joint Free Public Library
Of Morristown and Morris Township
Board of Trustees

The regular meeting of the Board of Trustees of the Joint Free Public Library of Morristown and Morris Township was called to order at 7:44 PM.

Due to COVID-19, the meeting was held virtually.

Representing Morristown were: Nancy Bangiola, President, Elisa Price, Secretary and Patricia Ard

Representing Morris Township were: Don Kiel, Vice President, Geoff Brooks, Treasurer and George Quillan

Also present were: Deanna Quinones, alternate for Mayor Dougherty, Deb Gottsleben, alternate for Superintendent Pendergrast, Melissa Spiotta, alternate for Mayor Grayzel, Chad Leinaweaver, Director, Mary Lynn Becza, Assistant Director

Pursuant to a resolution of the Board and to RS 10:4-10, "Open Public Meetings Act," the president announced that adequate notice of the meeting had been provided by posting notices of the meeting in the Library, by handing the Clerks of Morristown and Morris Township notices of the meeting, and by mailing to the Morris County Daily Record and the Star Ledger copies of the notices of the meetings all more than forty-eight hours prior to the meeting.

Minutes

The minutes for the December Board meeting were accepted and approved by the Board. Ms. Price noted that the Christensen and Brinley Funds had a total earned income of \$11,953.83 and \$3,605.58 respectively.

Treasurer's Report

Mr. Brooks reported that there is an approximate \$14,000 surplus for 2020. Money from reserves will not have to be used to balance the budget. He noted that the original surplus estimate did not account for the December expenses which included the new phone system, book acquisition, building and grounds, insurance and COVID. The \$1.3 million asset balance is maintained. The Board approved the Treasurer's report as submitted.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- The one sewer line not done with the original 1917 sewer repair is now in need to be replaced. Bob Russell is investigating the least invasive way to accomplish this repair.
- The new phone system has been installed.
- Technology- Troubleshooting and updates are ongoing.
- Circulation- 388 patrons used curbside pick-up. Items are still quarantined 7 days. Fines were reinstated January 15. Automatic renewals have started for items that do not have holds.
- Adult programs included; Zoom computer class was well attended. Foreign Film Lovers Club, Virtual Evening Book Club, Virtual Morning Book Club, and Book Lovers' Circle all met. A program about Charles Dickens was well attended by 75 people. Through a partnership with Long Hill Library, a weekly "Mindful Movement" will be held.
- The Children's & YA Department; Programming remains virtual. Storytime on You Tube continued. Make & Take crafts are available to tie into online story times... YA book club held virtually. Teen Make &Take have also been popular. Manga collection is circulating well.
- Pricing of a new audio system to use for in person/virtual meetings was too expensive.

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- The History Center; Responded to 173 emails from patrons with research questions. Cataloging and processing continued. Some acquisitions were added. Selected historic maps for reproduction and sale through Just Jersey.
- MAIN has subscribed to Press Reader for digital magazine subscriptions. Collection development continues.
- Displays – Holiday books and media items.
- Articles in TAPINTO, MorristownGreen.com and the Morris Tourism Bureau have increased exposure. The new e-newsletter has been effective.

Building and Grounds Report

The following are the major points presented by Ms. Becza:

- The Town water main project should not have much of an impact on the Library.
- The 2020 snow removal total is \$3410.00.
- Roof and Fire Extinguisher inspections done. Repairs done on the fire alarm relay and a pump on the boiler.
- Masonry repairs done on sidewalks and scheduled tree trimming completed.

Committees

Budget – No report.

Education Liaison – Ms. Gottsleben reported that the MSD is in a hybrid schedule. Library specials are held virtually in the afternoon. The High School has “Meet with the Librarian” for virtual visits and help.

Investment /Foundation– Mr. Brooks reported that they have asked legal for advice concerning the restrictions, and uses of the Foster Fund. He will make a proposal to the Board in February on petitioning the Court to allow the Foster Fund to be moved from the Library to the Foundation. Discussion about the funding of the History Center by the Foster Fund and the creation and naming of the History Center.

Insurance – No report

Nomination – No report

Personnel – there are 2 P/T positions to be filled.

Facility and Grounds – Mr. Leinaweaver met with a lighting consultant. Discussion about if the Wiley statue should be lit. Installation of the statue can proceed.

Branding and Marketing – Ms. Quinones reported that the committee met and reviewed the impact of PR through social media, etc. during the pandemic. Staffing of the marketing role was discussed. A further discussion will be held at the annual Board Retreat.

New Business

The Board discussed and decided to continue holding meetings virtually to allow the public better access.

The new format of the Director and Assistant Director reports was discussed.

Old Business

The 2021 Holiday Calendar was reviewed and discussed by the Board. It is attached to these minutes.

The Board agreed to meet at 9:30 AM for the Board Retreat on January 30th. It will be held virtually.

The Board discussed staffing and expanding hours at the Library. The availability of vaccines will determine the plan going forward.

Meeting adjourned at 9:00 PM. The next meeting will be February 16th.

Respectfully submitted,

Elisa Price, Secretary