

February 16, 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 6:02 PM.

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

Representing Morristown were: 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, Chad Leinaweaver, Director, and 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 January Reorganization and Board meeting as well as the Board Retreat were accepted and approved by the Board.

Treasurer's Report

Mr. Brooks presented the Treasurer's Report and the Board approved it as submitted.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- Patron visitation is steady. Circulation is maintaining levels. 21,135 this month and 370 curbside patrons. The Board discussed appropriateness of expanding the Library hours and requested pre-COVID statistics for weekend hours etc. Curbside pick-up parking was discussed.
- The FEMA application for COVID reimbursement is being submitted.
- Technology- Troubleshooting and updates are ongoing.
- Adult programs included; Zoom computer class was well attended. Foreign Film Lovers Club had 2 meetings, Virtual Evening Book Club, Virtual Morning Book Club, and Book Lovers' Circle all met. A program about 'Parenting & Education' was held. Through a partnership with Long Hill Library, a weekly "Mindful Movement" and "Mindful Meditation" were well attended.
- 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. Adding Teen Programs to the Library's Instagram account.
- The History Center; Responded to 127 emails from patrons with research questions. Cataloging and processing continued. Some acquisitions were added to the Alfred Mills collection. Finishing touches made for the online Women's History exhibit. Tech services set up a seller's account so the HC can sell their publications through it.
- MAIN has subscribed to Press Reader for digital magazine subscriptions. Collection development continues.
- Displays – Tax prep forms and information, "Winter Wonderland of Books", winter cookbooks, "Winter Reading" and in Media, "Try Something New".

M&MT Library Board Regular Meeting Minutes
February 16, 2021

Building and Grounds Report

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

- A pump malfunctioned and waiting for repair parts.
- Through February 11, the cost for snow removal was \$11,915.
- Inspections done on the elevator and roof.
- Leibert bid is being prepared.

Committees

Budget – No report.

Education Liaison – Ms. Gottsleben reported that the MSD is in a hybrid schedule.

Investment– 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 on petitioning the Court to allow the Foster Fund to be moved from the Library to the Foundation.

Foundation- Mr. Brooks reported that the annual appeal total were double previous year's at \$40,000.

Insurance – No report

Nomination – No report

Personnel – No report.

Facility and Grounds – the Wiley statue committee has been contacted for placement of the statue. Waiting for lighting design and sign schematics and choices. Also need pricing and time frames of implementation the landscape phases. Discussion about whether this is a good time to do more interior painting since the Library is operating on limited hours.

Branding and Marketing – The Board discussed promoting the increase in the annual appeal total and the increasing numbers of patron participation in virtual programs.

Strategic Planning – Mr. Leinaweaver sent a draft to Ms. Bangiola for her review.

New Business

The Board received and reviewed spreadsheets for Annual Facility & Grounds costs for 2018-2020 and Projected Future Capital Expenditures. Discussion about the elevator repairs and replacement.

Old Business

The Board had the first reading of the updated Patron Policy. Virtual programming is included as part of the policy.

The Board discussed information Ms. Ard provided from the Mahwah Library. Costs are being compiled for educational (Wonder Books) and video games. The Board will review at next month's meeting.

Meeting adjourned at 7:19 PM. The next meeting will be March 16th.

Respectfully submitted,

Elisa Price, Secretary