

**March 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 6:04 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, Melissa Spiotta, alternate for Mayor Grayzel, Deb Gottsleben, alternate for Superintendent Pendergrast, Chad Leinaweaver, Director, Mary Lynn Becza, Assistant Director and Bob Russell, HMR Architects.

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 February Board meeting was accepted and approved by the Board.

### **Old Business**

Mr. Russell gave an overview and proposal for the malfunctioning sewer line under the 1917 wing. During the 2014 sewer line correction, this line was not done. Leaking has been observed and is affecting 2 staff bathrooms. The proposal is to bypass the original line and connect to the previously repaired line. This solution would be the path of least resistance and less invasive for the Library interior. Bob also recommended running new water lines at the same time since the original water lines are still in place and are over 100 years old. If the bathrooms are not used, this project can be planned for the future. Ballpark estimate is \$30,000.

The Liebert unit bid will open early April.

Masonry on the 1917 wing where there has been seepage has yet to be examined closer.

### **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. 20,516 this month (surpassing 2020 numbers) and 267 curbside patrons. E-Book and e-Audio circulation has increased but hard copy circulation remains consistent.
- The FEMA application for COVID reimbursement has been submitted.
- The State Aid report was submitted.
- Adult programs included; Computer classes, Foreign Film Lovers Club, Virtual Evening Book Club, Virtual Morning Book Club, and Book Lovers' Circle all met. A program about Annie Oakley was held and Molly Becker talked about her book, *The Turncoat's Widow*. Weekly "Mindful Movement" and "Mindful Meditation" were well attended. MFOB virtual programs broke all attendance records.
- The Children's & YA Department; Increase of in person visits. Programming remains virtual. Storytime on You Tube continued. Make & Take crafts are available to tie into online story times.

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YA book club held virtually. Teen Make & Take have also been popular. YA held 2 programs – “Before Your first Car” and a Teen Dating Violence Awareness seminar.

- The History Center; Responded to 199 emails from patrons with research questions. Cataloging acquisitions and inventorying continued. The Women’s History exhibit is online.
- Phone installation is complete.
- Displays – Valentine’s Day and Black History Month.
- E-newsletters have been an effective PR tool. Website is updated and articles are posted on Morristowngreen.com.

### **Building and Grounds Report**

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

- HVAC – The first of 2 new pumps for the Lochinvar unit is being installed by J Moore. Repairs done on actuators that were malfunctioning.
- Through February, the cost for 2021 snow removal was \$15,125.
- Positive Electric gave quotes on a variety of repair projects.
- Receiving quotes for interior painting in 2006 area.

### **Committees**

Budget – Mr. Brooks reported that since property values have increased, the Library should have increased appropriations in 2022.

Education Liaison – Ms. Gottsleben reported that the MSD is planning to bring back more students for in person learning.

Investment– Refer to Old Business.

Foundation- Refer to Old Business.

Insurance – No report

Nomination – No report

Personnel – No report.

Facility and Grounds – Committee will review sign suggestions and other landscaping details.

Branding and Marketing – Meeting is planned.

Strategic Planning – Mr. Leinaweaver and Ms. Bangiola are drafting updates for committee review.

### **New Business**

The Board discussed the current media reports concerning certain Dr. Seuss books. They agreed that patrons will still have access to Dr. Seuss books.

The Board discussed future Trustees meeting times.

### **Old Business**

COVID update – Mr. Leinaweaver reported that some staff are quarantining. Expansion of services continue (open restrooms, access to more PC’s, lengthen Saturday hours, cleaning services on-going). Sunday hours will be the next step. Programs remain virtual and books will be quarantined only 3 days.

Mr. Brooks presented the history of the Foster Fund and the creation of the Foundation. As President of the Foundation, he outlined a Letter Agreement between the Library and Foundation to move the Foster Fund from the Library to the Foundation. The Trust Court will be petitioned to allow the move. The agreement of investment guidelines and purpose will be included. This will allow the investments to gain a higher rate of return and transfer income to the Library for the support of the History Center. The Board agreed to move forward and have Legal draft the appropriate documents.

The Board postponed the second reading of the Patron Policy to have legal review the last paragraph. The second reading will be in April.

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Mr. Leinaweaver presented a budget estimate for building Tech collections and programming for Children's and YA. Learning Academy and STEM Kits are being planned. Approximate cost is \$14,000.

Meeting adjourned at 8:10 PM. The next meeting will be April 20<sup>th</sup>.

Respectfully submitted,

Elisa Price, Secretary