

April 20, 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 6:09PM.

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: 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 March Board meeting was 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. Began Saturday hours. Some staff has needed to quarantine but it hasn't affected operations. Staff in process of getting vaccinated.
- Website update to include a Trustees page.
- Jersey Cat interlibrary loan service has begun.
- Adult programs included; Foreign Film Lovers Club, Virtual Evening Book Club, Virtual Morning Book Club, and Book Lovers' Circle all met. Mindful Meditation met. Virtual program on Ireland travel, the History of the Von Trapp family and *Sound of Music*, Chocolate and the Migrating Bird and a panel discussion on mystery writing. Some program presentations are being recorded and posted on the YouTube channel.
- 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. YA book club held virtually. Teen Make & Take have also been popular. YA scheduled another program on Teen Dating Violence Awareness. A STEAM program is planned with Mountain Lakes Library. Author Suzanne Park author talk planned in conjunction with 22 MAIN libraries. The Bookmobile circulated 145 books for 100 patrons.
- The History Center; Responded to 183 emails from patrons with research questions. Cataloging acquisitions and inventorying continued. Hosted a panel discussion on Historical Prejudices. Gave a virtual presentation of Thomas Nast.
- Museum pass collection has been updated.
- Displays – St. Patrick's Day, Women's History Month, Salute to Ireland and author Larry McMurty.
- Applied for grants to help fund the technology and collection acquisitions for Children's & YA. Ms. Ard made a personal contribution.

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- Hosting virtual monthly meetings for the Friends.
- Reviewed the Library's disaster plan.
- Staff participated in a National Library Week social media project on Instagram.

Building and Grounds Report

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

- HVAC – J Moore installed one of the two new pumps for the Lochinvar boiler and did some maintenance.
- Survivor Fire inspected systems.
- Positive Electric replaced ceiling fixtures in Media and Children's.
- Receiving quotes for interior painting in 2006 area.
- The elevator fire alarm had maintenance and looking into a battery back-up.
- Specs for statue base completed.

Committees

Budget – No report.

Education Liaison – Ms. Bangiola reported that the District is hoping for a normal September opening of schools. Community COVID levels are affecting staff.

Investment– Committee met and discussed investment strategies and the Foster Fund becoming part of the Foundation.

Foundation- Mr. Brooks reported that the Foundation met and agreed with the movement of the Foster Fund to the Foundation. Discussed the eventual name change of the History Center to reflect Caroline Foster's contribution.

Insurance – No report

Nomination – No report

Personnel – The Reference Department job description is being updated.

Facility and Grounds – Committee met and discussed prioritizing projects such as the sewer project and painting. Gave opinions on sign designs.

Branding and Marketing – Committee met and discussed updating the Library's logo and ideas generated from the staff PR committee.

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

New Business

The Board discussed the increase of pension contribution costs and the PERS legislative bill to split the local and state unions.

The Board voted and approved the hiring of Jordan Aussicker as History Center Library Assistant I @ \$14.50/hour.

Old Business

Mr. Leinaweaver presented the lowest bid for replacing the Liebert unit. The Board approved awarding the bid to McCloskey Mechanical for \$31,543 and \$2600.00 alternate.

The Board discussed the last paragraph of the updated Patron Policy and had the 2nd reading. The Board voted and approved the policy.

Meeting adjourned at 7:23 PM. The next meeting will be May 18th.

Respectfully submitted,

Elisa Price, Secretary