

June 15, 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 6:01PM.

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, and Geoff Brooks, Treasurer

Also present were: Melissa Spiotta, alternate for Mayor Grayzel, Deanna Quinines, alternate for Mayor Dougherty, Deb Gottsleben, alternate for Superintendent Pendergrast, Chad Leinaweaver, Director, Mary Lynn Becza, Assistant Director and Glenn Coutts, Robert Lloyd Coutts and Sons.

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 May Board meeting were approved by the Board and the April minutes will be held until the July meeting.

Treasurer's Report

Mr. Brooks presented the Treasurer's Report and the Board approved it as submitted. The Library is still waiting for the FEMA COVID reimbursement.

New Business

Glenn Coutts presented the Library's Annual Insurance Review.

Not much has changed from last year. Some limits increased 5% to keep pace with inflation. Fine Arts should be updated with increased values. Premium cost increased 3.6% from 2020. Discussion of the need for cybercrime insurance.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- Patron visitation has increased. All the staff has returned and Sunday hours added.
- The budget for building and legal expenses are high this year due to COVID costs. Auditors have started their annual review.
- Technology – troubleshooting, updates and replacements are ongoing.
- Circulation- 20,201 items for June. Still offering curbside pick-up.
- Adult programs included; Outdoor Yoga, Qigong and Walking Meditation as well as virtual book clubs all doing well. Hosted with Long Hill Township a virtual master pie class and another on "The Birds of Summer". Computer classes continued. A MAIN wide program with director Frances Causey was well received.
- 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. Monthly scavenger hunt kits being offered. The first delivery of Wonderbooks have been popular. Expect 60 Wonderbooks and 15-20 Launchpads. YA book club held virtually. Teen Make &Take have also been popular. A virtual author talk with Suzanne Park was held. The Bookmobile circulated 258 books for 172 patrons. Children's set up a Story walk on the lawn which was well received.

M&MT Library Board Regular Meeting Minutes
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- The History Center; Responded to 199 emails from patrons with research questions. Cataloging acquisitions, processing and inventorying continued. Presented a webinar on Genealogy and added images of the Foote's Pond Wood Park ribbon cutting and new development in Morristown.
- The Friends have started book sales.
- Displays – Spring Reads, How Does Your Garden Grow, and May the Fourth Be With You.

Building and Grounds Report

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

- HVAC – Repairs done on the AC unit in the Archives.
- Fire Control did the quarterly inspection.
- There was a mix-up of paperwork from the Elevator violation. The Library is in compliance.
- Work on the base for the Wiley statue has been completed. Shrubby removed on the South Street side to open up the space. Received code specifications from the Town for sign placement.
- Fania will begin to repair some roof area causing water damage in 1917 wing.

Committees

Budget – No report.

Education Liaison – Ms. Gottsleben reported that the school year is winding down. Plans for fall opening still waiting for State guidance. Toured the new library at Delbarton School.

Investment & Foundation- Mr. Brooks reported that some securities are coming due to be reinvested. Legal has advised the Foundation to check with the auditor concerning the transfer of Foster Fund to the Foundation.

Insurance – No report

Nomination – No report

Personnel – Ms. Price presented the new Head of Reference job description for the committee. Discussion on revisions made concerning responsibilities within the department. The Diversity statement was discussed. The job description was approved. The Board agreed to discuss further the framework of the Library's diversity.

Facility and Grounds – Mr. Kiel outlined the recent committee meeting. Discussion about the placement of the 2 signs (on the corner and the electronic), the need to portion the landscape plan into phases with costs, and interior paint colors for the Media Wing. The Board discussed the possible use of interior signs to define areas.

Branding and Marketing – No report.

Strategic Planning – No report.

New Business

The Board discussed the need to update policies. For example, the meeting and study rooms.

Old Business

The Wiley statue dedication is scheduled for July 10th.

Meeting adjourned at 7:24 PM. The next meeting will be July 20th.

Respectfully submitted,

Elisa Price, Secretary