

**August 17, 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 6:11PM.

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

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

Also present were: Melissa Spiotta, alternate for Mayor Grayzel, Deb Gottsleben, alternate for Superintendent Pendergrast, Chad Leinaweaiver, 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 April Board meeting were approved (Ms. Gottsleben abstaining). The minutes for the June Board meeting were approved (Mr. Quillan abstaining). The July minutes will be held until the September meeting.

### **Treasurer's Report**

The 2020 financial audit was distributed to the Board for their review. The Auditors will attend the September meeting to answer any questions. Mr. Brooks presented the Treasurer's Report for July. The Auditors have requested that any line item that exceeds 100% that the Treasurer will alert the Board and sign off on it. For the July report, the line items that exceed 100% are: Legal Fees, Pension-Employer Contribution, Building & Grounds and Recruiting. The Board accepted the Treasurer's Report as submitted.

### **Director's Report**

The following are major points presented by Mr. Leinaweaiver:

- Circulation numbers have increased to over 23,000. Curbside service has slowed this summer.
- The Reference/ Adult Services Dept. Head interviews are in 2<sup>nd</sup> round. A P/T Reference Librarian has just resigned. Probably won't increase Library hours until the Dept. Head is on-board.
- Technology – troubleshooting, updates and replacements are ongoing. The last 7 cameras for the security systems were installed.
- Bookmobile- Had 494 patrons with 735 circulation. Story walk on the Library lawn is popular.
- Adult programs included; Outdoor Yoga, Qigong as well as virtual book clubs all doing well. Jennifer Shukaitis from Rutgers presented a program on healthy eating. The Friends book sales are going well and they had a lot of activity for Meet Me in Morristown.
- The Children's & YA Department; in person programming was held with limited registration. "Lunch with the Librarian" at Macculloch Hall was held. Storytime on You Tube continued. Make & Take crafts are available to tie into story times. Monthly scavenger hunt kits being offered. Maker Monday and obstacle course held outside. Video games were purchased. An AWE Learning Machine was purchased through a grant and installed. YA book clubs were held. Take & Make kits still being distributed.
- The History Center; Responded to 202 emails from patrons with research questions. Had 67 patron visits. Cataloging acquisitions, processing and inventorying continued. Presented a

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webinar on Genealogy. With the Liebert unit being replaced, relocation of materials had to be done in preparation.

- The Festival of Books will be held outdoors or virtually.
- Displays – National Parks, Light Summer Reading and in Media, “Knockout”.
- Discussion about mask mandates and expanding hours. COVID numbers very low in Morristown and Morris Township.

**Building and Grounds Report**

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

- HVAC – Repairs done on the AC unit in 1917 wing.
- Repairs done to sliding doors.
- Liebert unit installation almost complete.
- Painting project in the Media area will begin August 24 with the removal of the Nast painting first. The Library will be partially closed during the project.
- Digi-Art Signs sent sign designs and colors for the Board’s review. Ms. Bangiola raised concern the Town had about gravel being washed into the Town tree wells. The Board discussed to possible need of Entrance signs.

**Committees**

Budget – No report.

Education Liaison – Ms. Gottsleben reported that her granddaughter has enjoyed the Library children’s programs this summer. Ms. Gottsleben was selected to present at the annual Urology conference in September.

Investment - Mr. Brooks reported that the Foster Fund transfer to the Foundation should be complete within the next 6 months or so. In preparation, as securities mature, they are being left in cash until the transfer is made and they can be reinvested. As of now, there is \$300,000 in cash.

Foundation – Will meet once the auditor work is done for the Foster Fund move.

Insurance – The Board discussed the Cyber Liability proposal submitted by Glenn Coutts. Mr. Leinaweafer will have Mr. Coutts clarify some points made by the Board and also what role does MAIN have with the Library’s cyber information?

Nomination – No report

Personnel – See Director’s Report.

Facility and Grounds – See Building & Grounds report.

Branding and Marketing – No report.

Strategic Planning – No report.

**New Business**

The Board discussed the planning of an event to honor former Board members.

Meeting adjourned at 7:40 PM. The next meeting will be September 21<sup>st</sup>.

Respectfully submitted,

Elisa Price, Secretary