

December 14, 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.

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: Deanna Quinones, alternate for Mayor Dougherty, Melissa Spiotta, alternate for Mayor Grayzel, Deb Gottsleben, alternate for Superintendent Ficarra, 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 November Board minutes were approved by the Board.

Treasurer's Report

Mr. Brooks reported that the budget for 2021 ended up flat with Building & Grounds expenses very high due to COVID. The sewer repair will be expensed in 2022. The Board accepted the Treasurer report as submitted.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- Circulation for the month was 16,610 with 9,509 patron visits. MAIN will be migrating to a new e-book format (Overdrive) in early 2022.
- 2022 budget delivered to municipalities.
- Submitting a second FEMA proposal for COVID expenses.
- Bookmobile- Circulation of 725 books and 600 patron visits. Visited First Graders at Alfred Vail School. Maintenance done on the Bookmobile.
- Adult programs included; hosted a virtual baking class with Suzanne Lowry. Mindful Movement started virtually. Book Clubs and Foreign Film Lovers Club net. Hosted another National Society of Arts & Letters meeting.
- The Children's & YA Department; 834 Take & Make kits were distributed. Book Club met & story-time on YouTube continued. More in-person visitors. YA Book Club met and Take & Make kits still popular. 3 teen volunteers helping in Children's Room.
- The History Center; Responded to 157 research questions and 64 patrons visited. Continued monitoring of the Liebert unit trying to determine solution to humidity problem. Digitized, uploaded and cataloged collections. Work on a future exhibit on 1920's Morristown & Morris Township continued.
- 186 titles added to MAIN online catalog.
- Modern Mondays celebrated their 100th anniversary. This group started at the Library.
- Friends book sales doing well and will grant the Library \$10,000 toward outreach programs.

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Building and Grounds Report

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

- Central Door called in to repair problem so the Burglar Alarm sensor won't be tripped.
- Liebert unit has an issue and Bob Russell is working on a determination of the problem with the installer and manufacturer. There are no risks to the collections.
- Sanitary Line replacement – piping done and tiling in bathroom being done.
- Bushes laid mulch to cover bare areas near sidewalk.
- HVAC – J Moore repaired a corroded valve on the boiler and routine maintenance done. A new sensor installed and discovered that during the Direct Install, a pump was wired in reverse. Recommended that a back-up pump be purchased. Will have legal look into the warranty.

Committees

Budget – The 2022 budget was given to the municipalities.

Education Liaison – Ms. Gottsleben reported that the HS is back in session after the shut-down. Print material circulation is breaking all records. Updated the Board on a movement to censor library materials and how concerning it can become if it affects Morristown.

Investment – Mr. Brooks reported that investments have to be low risk and because of market value, lost \$100,000 this year.

Foundation – Mr. Brooks reported that a meeting is planned for tomorrow to discuss the Cam Cavanaugh gift and how Grants can be made to the Library.

Nomination – Will report in January with the recommendation for the slate of officers.

Personnel – See New Business.

Facility and Grounds – Will be meeting in January to look at sign designs.

Branding and Marketing – No report.

Strategic Planning – Will be meeting in January.

New Business

The Board voted and approved the hiring of Kathryn Prinz, PT Circulation Library Assistant @ \$13.00/hour and Saudia Reid, FT Reference/Adult Services Librarian @ \$54,953.

Old Business

A revised Study Room policy was distributed to the Board for their review. Will have 2nd reading in January.

The Board reviewed the Holiday Schedule for 2022.

The Board discussed the renaming of the History Center to recognize Caroline Foster.

New Business

The Board voted to go into Closed Session at 7:26 PM to discuss Legal items.

The Board voted to go into Executive Session at 7:35 PM to discuss Personnel.

The Board voted to close Executive Session and continue in Closed Session at 8:16 PM to discuss Personnel.

The Board voted to go back to Open Session at 8:20 PM.

The Board discussed the Director's request to offer the Assistant Director a bonus for exceptional work during the pandemic year. The Board voted to approve the one-time \$1500.00 bonus (7-yes, 1-no).

The Board unanimously approved a 3% merit raise for Mr. Leinaweaver.

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Old Business

The Board reviewed spreadsheets detailing the municipalities' budgets and the Library's 1/3 mil appropriations. The Library's budgets 2009-2021 have consistently been flat even though the Town's budgets have increased. Discussion about the value that the Library adds to the community. It is a public institution where freedom of speech and municipal service is given. Because of budget constraints, there has needed to be a 10% decrease in the number of hours open to the public. More research will be done as well as further discussion.

Meeting adjourned at 9:05 PM. The next meeting will be January 18th at 6:00 PM.

Respectfully submitted,

Elisa Price, Secretary