

**November 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.

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, 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 July, September and October minutes were approved by the Board.

### **Treasurer's Report**

Mr. Brooks reported that Morristown made their 4<sup>th</sup> quarter payment in October. Our fee to MAIN (\$91,000) is due in December. The Board accepted and approved the report as submitted.

### **Director's Report**

The following are major points presented by Mr. Leinaweaver:

- Circulation for the month was 22,107 with 12,029 patron visits. The Circulation number is higher than the last couple of years. There has been an increase in hard copy book circulation. Program participants have increased in number due to virtual format.
- State Aid increased \$5,000 to \$22,345.
- FEMA COVID reimbursement will be \$28,261.64. Extra cleaning has been the largest expense in 2021.
- Bookmobile- Circulation of 801 books and 668 patron visits. Visits to Sunset Programs, Unity Charter School and the Salvation Army. Did a presentation to Kindergarten classes at Alfred Vail School. Attended "Trunk or Treat" on Oct. 30. Maintenance done on the Bookmobile.
- Adult programs included; Outdoor Yoga, Qigong, as well as virtual film and book clubs all doing well. Mindful Movement switched to virtual. Hosted an in-person program with the National society of Arts & Letters. John Kenrick had a talk on "Singing in the Rain" and "Judy Garland".
- The Children's & YA Department; Publishers are limiting on-line story time use but still doing with what's still allowed. Craft kits, Take & Make and scavenger hunts still popular. 4<sup>th</sup> – 6<sup>th</sup> grade book club met virtually. The Library participated with Trick & Treating in Morristown.
- The History Center; Responded to 205 emails from patrons with research questions. Continued monitoring of the Liebert unit trying to determine solution to humidity problem. Digitized, uploaded and cataloged collections. Held a virtual program, "NJ Monuments."
- YA – Display for Native American History month. Webinar held for "Grants, Loans & Scholarships". The Teen book club was held. Mr. Rosso from FMS asked Abbi to put together a video introducing the students to the Library's resources and arranging an in-person visit with the 6<sup>th</sup> graders.
- Displays – Hispanic Heritage Month, Thrillers and Fall Reads.

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- Staff attending DEI training and working with the MAIN DEI task force. Looking to update subject headings and collection development policies.
- Held a reception to honor retiring Trustees, Patricia Murphy and Dave Fadden.

**Building and Grounds Report**

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

- Looking into issues with the Burglar Alarm.
- Liebert unit has an issue and Bob Russell is working on a determination of the problem.
- Aero Plumbing working on sanitary/water line replacement. First inspection by Town being done.
- Willis Wing ceiling lights replaced.
- The Shade Tree Commission asked that front beds be mulched so the dirt runoff after rain does not wash into and clog the tree wells.

**Committees**

Budget – The Board had the second reading of the budget for FY 2022. Mr. Brooks reported that the budget allows for a 3% salary increase. Adjustments have been made to increase minimum wage. Discussion about history of wage increases. The Library has been mindful to have staff base salaries at or above the NJLA minimum. Discussion about how the budget reflects inflation. The Board voted and approved the budget.

Education Liaison – Ms. Bangiola reported that the High School is shut-down because of a COVID breakout. 40% of total student population is not vaccinated.

Investment – Mr. Brooks reported that the committee is looking at investment opportunities for the Foster Fund.

Foundation – Mr. Brooks reported that a meeting is to be planned for December to discuss Grants to the Library. A \$100,000 gift was received from Cam Cavanaugh. The annual appeal letter will go out soon.

Insurance – No report.

Nomination – No report

Personnel – See New Business.

Facility and Grounds – discussion about who will pay for the Wiley statue plaque.

Branding and Marketing – No report.

Strategic Planning – Reviewed and discussed Mission and Vision statements. Will discuss in December the outreach surveys.

**Old Business**

A revised Study Room policy was distributed to the Board for their review. Will have 2<sup>nd</sup> reading in December.

Discussion about Library funding (third of a mil). The tax base has not been growing and there is a concern about how the Library can sustain over the long-term. Our 2022 appropriations are the same as 2008. The PILOT program can also have an effect on the Library's appropriations. The Budget Committee will research and set meetings with the 2 towns to discuss. Will discuss again in December.

**New Business**

The Board voted to go into closed Executive Session at 8:16 PM to discuss Personnel.

The Board voted to go back to open session at 8:41 PM.

Meeting adjourned at 8:41 PM. The next meeting will be December 14<sup>th</sup> at 6:00 PM.

Respectfully submitted,

Elisa Price, Secretary