

October 19, 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 6:05 PM.

Representing Morristown were: Elisa Price, Secretary and Patricia Ard

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

Also present were: Deb Gottsleben, alternate for Superintendent Pendergrast, Deanna Quinones, alternate for Mayor Dougherty, Chad Leinaweaver, Director, Mary Lynn Becza, Assistant Director and Valerie Dolan, Nisivoccia LLP.

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 and September minutes will be held until the November meeting.

Treasurer's Report

Discussion about format, line items and budget. Will present in November.

New Business

Ms. Dolan reviewed the audit with the Board. The Library is in very good status. Discussed Restricted and Un-Restricted funds. Monthly Treasurer Reports are accurate. Any budget overspenditure will be acknowledged at Board meeting by Treasurer and noted. Discussion about Libraries collecting more than 1/3 of a mil. When audits are done, look at risk and internal controls. Usually an event will trigger an investigation.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- Circulation for the month was 20,109 with 10,025 patron visits.
- The Friends have committed \$10,000 for the Library's outreach programs and will offer scholarships to 2 staff members.
- Technology –Updates, upgrades and repairs were done.
- Bookmobile- Started Fall schedule which includes Sunset programs at elementary schools. Set up a 'Story Walk' at Footes Pond Wood.
- Adult programs included; Outdoor Yoga, Qigong, walking meditation as well as virtual book clubs all doing well. Summer Reading Program concluded and prizes awarded. Book launch for Chris Martin's book, *Is That You Grandpa?* Documentary Film Club and From Page to Screen Club met. Other programs, 'Decoding the Mysteries of Cat Behavior', 'MGM- Hollywood's Tiffany Studio' and a poetry reading and book talk by Caseen Gaines.
- The Children's & YA Department; "Lunch with the Librarian" at Macculloch Hall continued in September. Storytime on You Tube continued. Make & Take crafts are available to tie into story times. Monthly scavenger hunt kits being offered. "Flags of Gratitude" were donated by the McEnroe Family to thank the staff. YA book club was hybrid. Take & Make kits still being distributed. A College funding webinar was held.

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- The History Center; Responded to 177 emails from patrons with research questions. Cataloging acquisitions, processing and inventorying continued. Maps being digitized. Noted donor Marion Harris passed away.
- The Festival of Books was held outdoors on October 9. The Fall Festival was held.
- Displays – ‘Fall is a great time to get organized’, ‘Fall in love with Reading’, Festival of Books, Adventure and Intrigue and Halloween themed media.
- Girl Scout Troop 6163 placed 3 ‘Little Free Libraries’ in Morristown and Morris Township. The Friends have donated the books.

Building and Grounds Report

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

- Design for the marker for the Wiley statue being done. Insurance for the statue will be added to the Library’s policy and paid for by the Community Foundation.
- Repairs on the Burglar alarm done and the Fire Alarm had its inspection.
- Liebert unit has an issue and Bob Russell is working on a determination of the problem.
- Plumbing repair done.

Committees

Budget – The Board had the first reading of the budget for FY 2022. The valuation numbers increased \$18,238 overall. (Morristown -\$2,897 Morris Township +\$21,136). Staff salaries +3% for F/T. moving P/T up the pay scale. The Board discussed the PILOT program and the impact on the Library in the future. The only major capital item is the replacement of the sewer line in the 1917 wing.

Education Liaison – Ms. Gottsleben reported that there is a lot of student interest in reading and books and that they are coming in person to the library.

Investment – No report.

Foundation – Meeting Thursday to discuss Foster Fund and 83 South lease.

Insurance – No report.

Nomination – No report

Personnel – Ms. Price reported that David Greene is starting October 18. Amanda Murphy is moving to F/T. Gracey Ossum Palmer (F/T Reference Librarian) will be leaving October 13. Open positions are: P/T Circulation Assistant, P/T and F/T Reference Librarians and 2 Readers Advisors.

Facility and Grounds – No report

Branding and Marketing – No report.

Strategic Planning – Reviewed and discussed Mission and Vision statements.

New Business

The Board reviewed and approved resolutions for former Board members (Pat Murphy and Dave Fadden) who will be honored on the 29th. The Resolutions are attached to these minutes.

Old Business

Discussion about plans for the October 29th event honoring former Trustees.

Meeting adjourned at 7:32 PM. The next meeting will be November 16th at 6:00 PM.

Respectfully submitted,

Elisa Price, Secretary