

September 21, 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 6:04PM.

Representing Morristown were: Nancy Bangiola, President and 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, Deb Gottsleben, alternate for Superintendent Pendergrast, Deanna Quinones, alternate for Mayor Dougherty, Chad Leinaweaver, Director, Mary Lynn Becza, Assistant Director and Bob Russell, HMR Architects.

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 August Board meeting were approved. The July minutes will be held until the October meeting.

Treasurer's Report

Mr. Brooks presented the Treasurer's Report. The final bill for the Liebert unit has not yet been paid so those funds are still in the account. The Board accepted the report.

Building Update

Bob Russell gave an update on building items.

1917 Sewer line replacement. There is a water line running adjacent to the sewer line. The bid was expanded to include both for the project. Aero Plumbing came in at \$59,840. They did the previous sewer line replacement. The Board approved the project to go to contract.

1917/1930 Masonry/Doors/Windows. January is the deadline for applications to the Morris county Historical Trust for the Planning Grant. It will be an 80/20 match. The Board discussed the damage from water leaking over the long term and what corrections can be made. The Board approved proceeding with the Grant process.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- Circulation for the month was 23,218 with 11,028 patron visits. Curbside service continues. Program numbers are higher than usual.
- The Friends may use the Gallery for indoor book sales.
- Technology – Jason Carter had to replace a switch that had gone bad. Other updates and repairs were done.
- Bookmobile- Had 275 patrons with 272 circulation. Maintenance done on the vehicle.
- Adult programs included; Outdoor Yoga, Qigong as well as virtual book clubs all doing well. 2 Foreign Film Lovers Club meetings were held. The Friends book sales are going well and they had a lot of activity for Meet Me in Morristown.
- The Children's & YA Department; "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. YA

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book club will resume September 14.. Take & Make kits still being distributed. A College funding webinar is scheduled for later in the month.

- The History Center; Responded to 182 emails from patrons with research questions. Cataloging acquisitions, processing and inventorying continued. Maps being digitized. Donation of a collection of Morristown photographs.
- The Festival of Books will be held outdoors on October 9.
- Displays – Adult Summer Reading, National Parks and Media’s “Pedal to the Metal”.
- Received \$5000.00 from the CARES Act grant. An AWE Learning machine was purchased for the Children’s Room.

Building and Grounds Report

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

- HVAC – General maintenance done. A new pump was installed on the 1930 boiler.
- Some water damage caused by Tropical Storms. Inspections are being done to see if any remediation is necessary.
- Liebert unit installation almost complete. Passed all inspections.
- Painting project in the Media area and exterior is complete. The Nast painting was discovered to have an issue with the framing. Portraits were hung in the Circulation Room.

Committees

Budget – The committee will meet in October to prepare the budget. We have not been given the appropriation numbers from the Town or Township yet. Have to consider inflation as it impacts the increase in staff salaries.

Education Liaison – Ms. Gottsleben reported that she was not able to present in Las Vegas but will in New Orleans in May. School has started.

Investment - Mr. Brooks reported that the Foster Fund transfer to the Foundation should be complete within the next 6 months or so.

Foundation – Mr. Brooks reported that the Cam Cavanaugh estate left \$100,000 to the Library.

Insurance – The Cyber Liability policy is now included

Nomination – No report

Personnel – The Board approved the hiring of David Greene, Head of Reference and Adult Services for \$67,000. Discussion about the need for further look into salary ranges.

Facility and Grounds – No report

Branding and Marketing – No report.

Strategic Planning – Ms. Bangiola summarized the procedure for the Strategic Plan updates. Discussion about how to capture feedback from the community. A review of the current Mission and Vision statements and possible updates were discussed.

New Business

Mr. Leinawever outlined a plan to replace the Library Assistant in Tech Services, who is retiring. A part-time employee in Circulation is interested and recommended for the position.

Discussion about Juneteenth (June 17) as a holiday.

Old Business

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

Meeting adjourned at 7:53PM. The next meeting will be October 19th at 6:00 PM.

Respectfully submitted,

Elisa Price, Secretary