

January 18, 2022
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 6:24 PM.

Representing Morristown were: Elisa Price, and Patricia Ard, Secretary

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

Also present were: Deanna Quinones, alternate for Mayor Dougherty; Mary Ellen DeNoon, alternate for Mayor Gyorfy; 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 vice 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 December Board minutes were approved by the Board.

Treasurer's Report

Mr. Brooks reported that the Library drew \$46,000.00 from reserves in 2021, and that we were about \$80,000.00 under budget. He noted that the Library does not yet know what, if any, FEMA funds we will receive, so there is no reference to same in the budget. The Board accepted the Treasurer's report as submitted.

Director's Report

The following are major points presented by Mr. Leinaweaver:

*The library has been able to remain open despite the Omicron surge, thanks to a flexible staff and scheduling.

*Although there were two retirements, two part-time staff members were added in early January: Kathryn Prinz as a part-time circulation assistant, and Saudia Reid as a full time Reference and Adult Services librarian.

*Although the library finished the year under budget, there were a number of extraordinary expenses such as for COVID cleaning, legal fees related to public project bids, bookmobile repairs, and completion of the second phase of library interior painting.

*Monitors and PCs continue to be updated or replaced, as needed.

*Catalogue maintenance occurred, as well as statistics collection for library card services.

*Collection HQ, new collection management software, is being utilized to analyze patterns of patron usage of the library collection materials. This is one of many initiatives from the new head of Reference and Adult Services.

*Our ebook/magazine vendor has changed from Cloud library to Libby.

*For Children, YouTube storytimes continued, and the staff of the children's and YA sections continued to provide Take and Make projects for patrons.

*YA librarian Abbie Hsu conducted the December YA book discussion group, and spent two days at the Frelinghuysen Middle School discussing library services with 26 classes of students.

*The library participated in First Night; a Theater of Light festival in Morristown, and the Morristown Club for Modern Mondays.

Building and Grounds Report

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

*A clock expert is repairing various clocks in the library.

*A temporary workaround for the malfunctioning Liebert unit was developed. A dehumidifier will be installed in the vault. The library's counsel has sent a notice of problems and delays letter on the Liebert to the company.

*A solution to the freezing and water leakage in a roofline scupper is underway.

*Tile work in a bathroom has been completed and awaits town inspection.

*The 1917 wing boiler celebrated its 10th birthday and will require increased maintenance due to its advanced age.

Committees

Budget – No report.

Education Liaison – School continues to meet in person, despite significant teacher absences due to COVID.

Investment – Mr. Brooks discussed investment strategies for the Foster Funds due to the fund's legal constraints. Investment in TIPS was made (Treasury Inflation Protected Securities).

Foundation – A December meeting was held. The Foundation wishes input from the Board on a substantive project or projects needing support. Mr. Brooks discussed his ongoing negotiations for a 25 year renewal of the lease on 83 South street by Hampshire Properties. Issues of subleasing and parking were discussed.

Nominations – No report.

Insurance-No report.

Personnel – The two new hires discussed by the Director in his report were noted, as were the two retirements and reasons for same.

Facility and Grounds – Ms. Becza will contact the Mayo Center regarding their experience with electronic signage.

Branding and Marketing – The committee has not met yet.

Strategic Planning – To be discussed at retreat.

New Business: Discussion occurred concerning whether future meetings will continue in person or be virtual. Decisions were made to: Meet virtually in February; In February we will decide on the March meeting format; The retreat was postponed for the spring, in either March or April, to hopefully be an in-person meeting.

The Director will send a draft of his annual goals for comment prior to the February meeting. The Budget committee will meet virtually regarding third of a mil library funding.

Old Business: The 2022 holiday calendar was accepted (attached hereto). The Director noted that the new federal holiday of Juneteenth was now on the calendar.

The renaming of the History Center for Caroline Foster was discussed, including the best title for the center. The Director reported that librarians in the Center found no family members to consult, but a general sentiment that Ms. Foster would be honored by such a naming for the library's primary benefactor. Photo choices for an image of Ms. Foster were discussed.

The Board voted to go into Closed Session at 7:45 pm to discuss legal issues. The Board voted to return to Open session at 8:51 pm.

The Director read aloud the annual MAINE membership agreement which was accepted, and signed by the Secretary.

Meeting adjourned at 8:54.

Respectfully Submitted,

Patricia Ard, Secretary