

February 15, 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 6:06 PM.

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

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 January organization and regular Board minutes were approved by the Board.

Treasurer's Report

Mr. Brooks noted that a \$28,261.64 reimbursement for COVID related expenses was received from FEMA and placed under "Buildings and Grounds." This covered expenses from the March to September, 2020 period. Health insurance is negative in the January report since no health insurance was paid in that month; payments were taken out for employee contributions. The report was accepted.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- *Confirming the recent FEMA reimbursement for COVID expenses, the Director stated FEMA was in touch with him about the library's more recent expenses application.
- *While an occasional staff member remains home due to COVID exposure, there are no major COVID related staffing issues of concern.
- *The Director consulted with library counsel about the state dropping mask mandates by March 7. They will remain optional for staff after that date.
- *One of the two curbside pickup spaces may become a 15-minute pickup space.
- *Interviewing is occurring for the open, part time positions of Reference Librarian, media library assistant, and two readers' advisors.
- *The new Libby electronic books app is being positively received by patrons.
- *The Friends of the Library are considering doing more outside sales.

*Dates are being considered for a staff education day.

*Programs continue for children, young adults, and adults. Whether and which future programs should continue virtually or in-person is being analyzed.

Building and Grounds Report

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

*A vandalized grate kicked in on the parking lot door has been fixed, and the staff alerted to the incident.

*Leaks in the Treasure room and adult fiction area have been inspected and the best remediation is under discussion.

*Repairs to the Liebert were discussed, as was an ongoing trial remediation effort.

Committees

Budget – No report.

Education Liaison – The mask mandate for the schools will be removed on March 7, following state advice. COVID staffing issues have improved. Ms. Gottsleben will report at a future meeting on a school library survey. Generally, student desire for books has increased.

Investment – No report.

Foundation – No report.

Nominations – No report.

Insurance-No report.

Personnel – Two new readers' advisors are being hired. A thank-you note from a retiring readers' advisor was noted. Hiring in media and reference also is ongoing.

Facility and Grounds – The committee is waiting for new signage samples. A meeting will occur before the April retreat to review priorities for the landscaping plan.

Branding and Marketing – Recent meeting focused on logo, color choices, and fonts to refresh the library's look. A March meeting is set.

Strategic Planning – To be discussed at retreat.

New Business:

*The Director discussed his 2022 short, medium, and long range goals draft. Revisions were discussed.

*An updated organizational chart was reviewed.

*The hiring of Joseph Remmert as a part time readers' advisor at \$13.00 an hour was approved.

Old Business:

*The second reading of the Study Room policy occurred, as well as discussion of same. Literacy Volunteers and high school students will be allowed to use these rooms. The policy was approved.

*The Board retreat date was discussed but not finalized.

*The renaming of the History center was discussed. The Caroline Foster History & Genealogy Center of North Jersey is being considered. A decision on a particular photographic image of Ms. Foster was made, with probable placement in the circulation room.

*The decision was made to move back to in-person Board meetings for March.

Meeting adjourned at 7:27pm.

Respectfully Submitted,

Patricia Ard, Secretary