

**March 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 6:05 PM.

Representing Morristown were: Nancy Bangiola, President; Patricia Ard, Secretary; and Elisa Price

Representing Morris Township were: Don Kiel, Vice President; 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 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 February Board minutes were approved by the Board.

### **Treasurer's Report**

No report.

### **Director's Report**

The following are major points presented by Mr. Leinaweaver:

- \*The library continues to get busier and move towards pre-Covid operations. By April, the library should be back to pre-pandemic hours.
- \*The basement meeting room will shortly be opened up for programming. Some virtual programs will continue as we move towards summer.
- \*The library continues to monitor Town/Township activities to ensure its participation.
- \*In-person story time in the Children's section will be starting up in April.
- \*The Director is speaking with other area library directors regarding the progress of their in-person programming.
- \*Since the selected applicant for the media position chose another job, there are still three open, part time positions; interviewing continues.
- \*Numerous funding requests remain outstanding, including one to the Bickford Foundation for technology outreach in the Children's department.
- \*The study rooms are being used once again; space allocation will be discussed further at the retreat.

\*The History Center's Jeff Moyes's article on Black history for the Morristown Green has received favorable notice.

### **Building and Grounds Report**

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

\*Yoga is being planned for outdoors, including bilingual yoga.

\*On February 12 the fire alarm went off at 12:30 pm. Fortunately, a library employee was in the area and handled the situation, caused by a faulty valve.

\*A March 7 meeting on the Liebert device of all concerned individuals resulted in new adjustments being made to the machine, which will be monitored. The company called the library Director upon receiving a query letter on the matter from the library attorney.

\*Signs requesting that patrons wear masks will soon be taken down.

\*Spring cleanup occurred on March 4.

### **Committees**

\*Budget – The committee will work with the Director to address the library's flat revenue and its effects on staffing, services, etc. A power point will be developed on the issue to better explain and request advice from the town and township mayors on the matter. Legislative issues affecting the budget will be discussed in the future.

\*Education Liaison – Ms. Gottsleben discussed high school student responses to her annual "snapshot day" query: "What do you love about your library?" A recurring response was that students were grateful books/materials are free to take out.

\*Investment – No report.

\*Foundation – No report.

\*Nominations – No report.

\*Insurance-No report.

\*Personnel –As noted, the media hire dropped out of consideration, so interviewing is ongoing.

\*Facility and Grounds –A March 29 meeting is planned.

\*Branding and Marketing – Recent meeting continued to focus on logo, color choices, and fonts to refresh the library's look. Different architectural features of the library were considered for the logo. Designers who would provide a sample design proposal for a few hundred dollars are being considered. MAIN is also currently undergoing a rebranding effort.

\*Strategic Planning – To be discussed at retreat.

### **New Business:**

\*A motion carried to hire Damien Kelly for a part time reference position at \$25.00 hour.

\*A long discussion of the draft collection development policy occurred.

### **Old Business:**

\*A May 20 Staff Development Date was approved.

\*The Director will research whether the practice of limiting temporary card holders from checking out media is an actual policy. The Board will consider rescinding this if it is a policy that needs Board action.

\*The Board retreat will be April 30, 9:30am-12:00. The retreat agenda was revised.

Meeting adjourned at 7:32pm.

Respectfully Submitted,

Patricia Ard, Secretary