

**June 21, 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 6:10 PM.

Representing Morristown were: Patricia Ard, Secretary; Elisa Price, and Deanna Quinones, alternate for Mayor Dougherty

Representing Morris Township were: Don Kiel, Vice President, and Mary Ellen DeNoon, alternate for Mayor Gyorfy

Also present were: 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**

Approval of the April and May minutes was moved to the July meeting.

**Treasurer's Report**

No report.

**Annual Insurance Report:**

Glenn Coutts gave the annual insurance report, noting only minor changes from last year. Property and personal property limits were increased by 5%. The property limit, however, will be adjusted based on the ongoing appraisal of the building.

The limit on the building, and replacement costs of book and materials, were discussed. Policy coverage areas were explained and discussed in detail. Coutts noted the cost rose 3% from the 2021/2022 policy. The policy will be reviewed and the Director will do a rough estimate of the value of library property.

**Director's Report**

The following are major points presented by Mr. Leinaweaver:

- \*Turnover of part time staff continues. For some, the reason for leaving is the hourly rate.
- \*The library audit has started. One suggestion from the audit team so far is that the library retain on site all bids received for projects. The Director will do so going forward, and is retrieving past bids.
- \*Summer preparations for book clubs and other events continues, although sign up for the elementary levels has been slower than usual.

**Building and Grounds Report**

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

- \*Plumbing repairs due to age/use have been ongoing.
- \*Cabinet repairs for the sink cabinet in the Circulation office were discussed, with their pricing noted.
- \*Locks were installed on the meeting cabinet doors.
- \*The Signorama company is working on the library's new hours sign, and we await their outdoor, corner sign mockup.

### **Committees**

- \*Budget – No report.
- \*Education Liaison – No report.
- \*Investment – No report.
- \*Foundation –The Director reported on the June 7 meeting, wherein Mr. Brooks had discussed the Foundation supporting a landscaping plan that included an annual amount for multiple years. There was general support and agreement for same by the Foundation.  
There will be a future meeting between the Library Board and the Foundation, to discuss the grant application. Mr. Leinaweaver said he has begun work on the grant proposal, which he will present at the July meeting.
- \*Nominations – No report.
- \*Insurance- See Mr. Coutts's report, above.
- \*Personnel – See proposed new hires under New Business. The committee will have a meeting to discuss whether to raise the starting salaries of part time workers.
- \*Facility and Grounds – No report.
- \*Branding and Marketing – A 7/13 meeting is planned.
- \*Strategic Planning – See Old Business below.

### **New Business:**

Provisional on passing background checks, the Board approved the following two hires: Domenica Guaman (bilingual) for North Jersey History & Genealogy Center Library Assistant @ \$15.00/hr.; Kelly San Roman for part-time Circulation Library Assistant @ \$13.00/hr.

The Director polled members for anticipated attendance at the July and August meetings.

### **Old Business:**

- \*The discussion of Goal 1 of the Strategic Plan was moved to the July meeting.
- \*The DEI statement was revised, and will be resubmitted for discussion at the July meeting.

Meeting adjourned at 7:35pm.

Respectfully Submitted,

Patricia Ard, Secretary