

**May 17, 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 6:07 PM.

Representing Morristown were: Patricia Ard, Secretary; and Lisa Price

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

Also present were: 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 April 30 Retreat minutes were approved by the Board.

### **Treasurer's Report**

Discussion occurred regarding the recent proposed Morristown budget and its effect on the library's funding. The effect of the PILOT program on tax ratables was discussed. The report was received.

### **Director's Report**

The following are major points presented by Mr. Leinaweaver:

\*A recently published Morris county guide contained a section on the library; the guide was passed around.

\*The Director discussed his recent talks with the Chatham library director.

\*Mr. Leinaweaver encouraged Library Foundation member Linda Stamato to donate selected professional materials to the library's history center. Ms. Stamato, a writer and faculty member at Rutgers University, stated she would be happy to.

\*In-person programming, recently restarted, continues. Wellness programs and a Downton Abbey program are both attracting many patrons.

\*Reference staff have begun a computer programming class with seniors; it will continue next month.

\*New personnel are being hired to replace departing employees. See this report under Personnel. The Director reported on his survey of employee changes in the last several years, and their various reasons. Twenty employees have changed positions since 2019, which

includes those who have retired, left for full time positions elsewhere, or been promoted. In 2022, 9 new employees have begun work at the library.

\*Curbside pickup increased slightly this month, and several employees have been out due to COVID concerns.

### **Building and Grounds Report**

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

\*The interior sliding glass doors at the South Street entrance need to be replaced at a cost of approximately \$10,000.00.

\*The reference clock was repaired but is still not working correctly.

\*The Liebert device was adjusted again and hopefully will stabilize.

\*The painting on the attic stairwell is chipping and will need to be repainted in the near future.

### **Committees**

\*Budget – No report.

\*Education Liaison – The school library books “lost” during COVID remote learning are being recovered as classes resume.

\*Investment – A meeting is being planned. Since the Foster Fund is all fixed income, the recent market slowdown is not affecting it.

\*Foundation – A meeting is being planned. The Foundation needs to discuss the transition of the Foster Fund. Coming out of the Board’s funding discussion at the retreat, Mr. Brooks hopes to soon be able to present a long term grant to the Foundation Board.

\*Nominations – No report.

\*Insurance-Glenn Coutts will be at the June meeting to discuss the status of the insurance policy.

\*Personnel – See proposed new hires under “New Business.”

\*Facility and Grounds – See sign discussion under “Old Business.”

\*Branding and Marketing – A meeting is being planned.

\*Strategic Planning – Discussed under “Old Business.”

### **New Business:**

The Board approved the following two hires: Tiffanie Henry, PT Circulation Library Assistant @ \$13.00/hr.; Ashley Jankovic, PT Children’s Library Assistant @ \$13.00/hr.

The Director reported that two part time employees gave notice: Bookmobile driver Leila Uhl, and Jordan Aussicker, of the History Center. That brings to four the number of part time positions needing filling.

A discussion ensued regarding the nature of the Bookmobile position, and factors to consider in the future hiring for that position. Possible changes to hourly staff salaries were discussed, as well as the timing for any such changes.

The repercussions on retention of converting full time positions to part time, due to budget constraints, was discussed.

Ms. Ard proposed that the Public Comments section of meetings be moved to the beginning of meetings. The Board determined to have a public comment section at the beginning and end of meetings, to better accommodate the public.

**Old Business:**

\*A second reading of The Collection Development Policy occurred; it was revised and approved as amended.

\* After a discussion of how best to ensure in-demand materials are available to patrons in a timely fashion, the Board approved the "Fine Free" proposal.

\*Ms. Becza reviewed a new outdoor library sign image. She will get another sign proposal; costs of the signs were discussed.

\*The DEI policy was reviewed and revised. It will continue to be discussed.

\*The discussion of Goal 1 of the Strategic Plan was moved to the June meeting.

Meeting adjourned at 7:54pm.

Respectfully Submitted,

Patricia Ard, Secretary