

August 16, 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 6:04 PM.

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.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- Positive message received from a deceased patron's daughter, expressing gratitude for library staff and services
- Circulation and library visits are robust
- Lots of use of study areas and tech room for virtual meetings
- Personnel/staffing is status quo
- Staff training received on new poster printer acquired as a joint resource by M.A.I.N. & Parsippany libraries
- Jazz in July was very popular – may consider expanding events beyond summer months
- Outdoor book sales by Friends of the Library are incredibly successful; hold great value in terms of revenue generation as well as marketing/drawing attention to the library
- History Center: considering a future project of scanning/digitizing old newspapers; staff currently reviewing library's collection as assessing condition of materials
- Discussion of Liebert unit that continues to exhibit problems; staff is monitoring the situation and added a supplemental dehumidifier as temporary measure during humid summer months; solutions for addressing the matter are under consideration

Building and Grounds Report

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

- Search for new elevator maintenance contractor is underway (current contract ends in October)
- Lawn sprinklers: library was alerted by water company regarding increased usage – new sod was installed and required additional watering; will need to add new zone as new landscaping plans proceed in future
- Monk's to provide necessary painting and sealing services at the end of the month; access to the biography section will be limited for a short period
- Bushes to install new towing sign in parking lot this month

- Incident involving sparks out of phone wires necessitated a call to the fire dept: no fire concern, cause was determined to be a deceased squirrel

Treasurer's Report

Mr. Brooks reported that $\frac{3}{4}$ of the library's appropriation for the year has been received. On the expense side, the Library is within budget. The Board accepted the report as submitted.

Committees

Budget – Mr. Brooks reported that Mr. Leinaweaver and Ms. Fattrosso have created a first run-through of budget. Board will meet to review and discuss the topic of base salaries. Reminder that appropriations won't be known until October. A question from Mr. Quillan prompted discussion of board's potential approach to town & township mayors: item will be added to budget committee agenda for discussion at fall meeting.

Education Liaison – Ms. Gottsleben reported that the high school library will be used as classroom space on a limited basis when the new school year begins. Staffing of librarians is complete at all schools in the district. Teachers report for duty on 9/1/22, students begin on 9/6/22.

Investment – Mr. Brooks reported that the Foster Fund is now fully invested.

Foundation – Mr. Brooks reported that a joint meeting between the Board Trustees and the Foundation members will take place in September to discuss the Foster Fund and the board's grant request to the Foundation. Discussion of improvements to building's use of space, improve wayfinding signage, and other changes will be given consideration as multi-year grant request is drafted out.

Insurance – Mr. Leinaweaver reports that inventory and assessment of building's contents is underway. No initial concern about exceeding coverage limit.

Branding and Marketing – Decision has been finalized to contract with Aviate for re-branding project. Ms. Becza reported that she has received initial survey to complete and will share with committee for input.

Personnel – Mr. Leinaweaver reported that Bookmobile position has been posted as a part-time role. The possibility of converting position to full-time still under consideration.

Nomination – No report.

Facility and Grounds – No report.

New Business

September 20th board meeting will be held in the second floor Gallery.

Old Business

DEI statement: lightly revised version reviewed by board. Discussion of proposed change. Mr. Leinaweaver was asked to revisit proposed language amendment with attorney. Board agreed to postpone posting the statement online until wording is resolved.

Strategic plan: the Board reviewed and discussed Goal 1 and Goal 2 of the plan. Suggestions for further reorganization of the material were given.

Meeting adjourned at 7:35 PM. The next meeting will be September 20th at 6:00 PM.

Respectfully submitted,

Deanna Quinones