

**July 19, 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 6:08 PM.

Representing Morristown were: Nancy Bangiola, President, 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 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 May Board minutes were approved by the Board. April and June minutes will be held until August.

**Treasurer's Report**

Mr. Brooks reported that at the half way point of the year, the Library is within budget. The Board accepted the report as submitted.

**Director's Report**

The following are major points presented by Mr. Leinaweaver:

- The Morris County Preservation Trust planning grant has been awarded for future work on the 1917 wing.
- The Bickford Foundation awarded the Library \$3500 for children's materials.
- Optimum increased its bandwidth in the Library.
- Additional PC's were set up in children's. Programs are underway but off to a slower start.
- Adult programs included; Visit to Morristown Senior Center and summer reading underway. Book club and Film clubs met. 2 virtual programs were held.
- The History Center; Responded to 262 research questions 83 patrons. Digitized, uploaded and cataloged collections.
- 151 new patrons added last month.
- Jazz in July had 81 attendees.

**Building and Grounds Report**

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

- HVAC – maintenance done.
- Fire alarm and elevator inspections done.
- Electrical and plumbing – maintenance and repairs done.
- Sod was laid on parts of the south Street side of the Library.

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**Committees**

Budget – No report

Education Liaison – Ms. Gottsleben reported that her experience with the Children’s Room summer activities have been outstanding.

Investment – Mr. Brooks reported that the committee will be meeting soon to discuss reinvestments.

Foundation – Mr. Brooks reported that the Foundation is working to have the Foster Fund moved to the Foundation. The petition to the Court should state that at the time the Fund was bequeathed (1979), the Foundation was not in existence. Since formation (1985), the Foundation can accept the Fund and invest it on behalf of the Library. Transferring the Fund will not change the stipulations of the bequest. The Board discussed the relationship between the Library and the Foundation and how funds are given and received. The Library will formally request a Grant from the Foundation for 2022 to cover projects that are planned. A joint meeting between the Board Trustees and the Foundation members was discussed.

Insurance – Discussion as to whether the Library would need additional Active Shooter coverage. Will review quote when received.

Nomination – No report.

Personnel – Ms. Price and Mr. Leinaweaver discussed with the Board the possibility of converting the open Bookmobile position to full-time. This employee can also cover Children’s Room hours as well as Outreach. The committee will meet soon to discuss the hourly wage for part-time employees and a new job description for the book mobile position.

Facility and Grounds – Discussion of sign design.

Branding and Marketing – Ms. Quinones reported that the committee met and reviewed potential design firms. Agreement was made on top 2 and presented to the Board.

Strategic Planning – Discussed in Old Business.

**Old Business**

The Board approved a DEI statement for the Library.

Strategic Plan- the Board reviewed and discussed Goal 1 of the plan. Suggestions for surveying the public were discussed.

**New Business**

Mr. Brooks mentioned that a new Lending Library at the Convent train station has been installed.

Meeting adjourned at 8:04 PM. The next meeting will be August 16<sup>th</sup> at 6:00 PM.

Respectfully submitted,

Elisa Price