

**April 18, 2023**  
**Joint Free Public Library**  
**Of Morristown and Morris Township**  
**Board of Trustees**

The monthly meeting of the Board of Trustees of the Joint Free Public Library of Morristown and Morris Township was called to order at 6:08pm.

Representing Morristown were: Nancy Bangiola, President; Patricia Ard, Secretary  
Representing Morris Township were: Don Kiel, Vice President; Geoff Brooks, Treasurer; and George Quillan.

Also present were: Deanna Quinones, alternate for Mayor Dougherty; Beth Quirk-Hendry, alternate for Mayor Gyorfy; Deb Gottsleben, alternate for Superintendent Mucci; 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 March 21, 2023 monthly meeting minutes were approved with a minor revision.

### **Treasurer's Report**

Mr. Brooks reported that we are about 22% into the year on gross salaries, which is usual. He will determine this week the most appropriate method for transferring the Foster Fund assets to the Foundation. Report received.

### **Director's Report**

The following are major points presented by Mr. Leinaweaver:

- \*Mr. Leinaweaver passed around thank you cards from library class visits, which are occurring more frequently.
- \*Circulation numbers are healthy and have increased.
- \*The library visits are moving to pre-pandemic levels.
- \*Use of the library computers is down.
- \*More patrons are participating in library programs due, to some degree, to the mix of in-person and zoom offerings.
- \*The director is still interviewing for staff positions. See personnel report, below.
- \*Not surprisingly, the types of research questions being asked have changed due to availability of internet search engines.
- \*Some recent challenging patron interactions led to a lengthy discussion of the availability of a social worker or similarly trained individual as a library resource.

## **Building and Grounds Report**

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

\*Due to a neighboring property's hives, bees swarmed the bookmobile recently in the library parking lot. Ms. Becza will write to the property owner to inform them of the problem presented to the library by the hives.

\*A recent power surge destroyed the RTU 8 compressor which will need to be replaced at a quoted estimate of \$10,000. The director discussed the issue of insurance coverage with the library's carrier.

\*History center benefactress Caroline Foster's photograph has been installed in the circulation room.

## **Committees**

\*Budget- Board members recounted their discussions with both town and township officials concerning the library's many years of flat funding and the repercussions for staff and patrons. Each municipality is now aware of the issue and conversations on this topic will be continuing.

\*At 6:54pm the Board went into closed session, which ended at 7:05pm.

\*Education Liaison – The school libraries are very busy and book circulation in the high school is very healthy, despite a low interest in electronic books. Ms. Gottsleben noted the troubling occurrences nationally and state-wide of book challenges and book censorship in school libraries.

\*Investment – Mr. Brooks stated that an account was opened at Charles Schwab for the receipt of the Foster Funds when they are moved to Foundation oversight.

\*Foundation— The Foundation will keep the Board apprised on their approach to investment of the Foster Funds; current standard practices for foundation investments will be employed.

Mr. Brooks met recently with Jon Hanson of Hampshire Companies concerning their continuing discussions on the 83 South St. lease renewal. Mr. Brooks stated they are closing in on the terms of the renewal, to take effect eight years from now. Issues discussed concerned the following:

-The annual lease amount and its increase schedule;

-The eventual need for roof repairs. Mr. Leinaweaver is obtaining an estimate of cost and timing of same from Fania Roofing.

-Hampshire will regularly notify the library of any subleasing tenants in the property, and provide to the Foundation their Certificates of Insurance to ensure that they are taking out the proper insurance.

-Eleven of fourteen parking spaces on the property will be available to library patrons outside of 83 South St. regular business hours. New signage that the library will provide will so state.

During his work on the Foster Fund Mr. Brooks learned that a \$320,000 unrestricted gift from Ms. Sarah Fiske, probably used for the 2003 capital campaign, was never officially recognized. The director will research a way to publicly recognize Ms. Fiske's generosity.

\*Nominations – No report.

\*Insurance-Mr. Coutts will attend the June meeting to discuss the renewal of the library's insurance policy.

\*Personnel – See new business.

\*Facility and Grounds – No report.

\*Branding and Marketing— Further revisions to the proposed logo options are occurring.

**New Business:**

\*The following two new personnel positions were discussed and approved: Hire Robin Wasilewski as full-time Reference Librarian @ \$56,500/year; Hire Jen Harter as full-time Technical Services Library Assistant @ \$32,760/year.

\*The director discussed the revised library technology specialist job description. The new description will be the work profile of Jason Carter when he begins this position full time. Approval of this description was carried to the May meeting to give the Board sufficient review time.

**Old Business:** The library's test proctoring policy was given its second reading and approved.

\*The director noted he had provided the Board with an updated goals document based on input received during the annual retreat.

\*The director provided a current library personnel organizational chart.

At 7:38pm the Board moved again to a closed session which ended at 7:47pm.

Meeting adjourned at 7:48pm.

Respectfully Submitted,

Patricia Ard, Secretary