

September 19, 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 6:09pm.

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

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

Also present were: 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 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.

Minutes

The July 18, 2023 monthly meeting minutes were approved with revisions. The August minutes were received (no quorum in August).

Treasurer's Report

The report was moved to the October meeting.

Director's Report

The following are major points presented by Mr. Leinaweaver:

*The Director passed around recent examples of YA craft projects.

*Mr. Leinaweaver announced that Joanne Fattrosso, the office manager, will retire as of December 1, 2023. The Board commented on the superb job Ms. Fattrosso has always done. She will be available to train the incoming manager.

*A shredding event occurred on August 30th. Materials from before the 2010 library explosion were shredded, with the exception of such items as personnel records and material related to bequests.

*The 2024 budget is being prepared.

*The staff is weeding the collection, keeping in mind the eventual end or severe reduction of the media collection. The Spanish and Russian collections will be moved to a more prominent space.

*The library has been contacted by several groups and institutions for shared programming.

*The library has fostered media coverage with the Morristown tourism bureau and the Morristown Green website.

*The new Morristown flag is now hanging in the circulation room.

- *The meeting rooms are fully reserved for the fall period.
- *The library has received a collection of Marge Brady materials. Ms. Brady was a longtime Morristown resident, actively engaged with several boards and causes.
- *The staff threw a small party for Ignacio Drayer, one of the library's shelvers, when he recently became an American citizen.

Building and Grounds Report

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

- *The HVAC is running smoothly.
- *The Liebert unit could not be fixed by J. Moore and a humidifier was set up.
- *Monk's has been hired to repair the dry wall around the South Street doors that are being replaced.
- *Miguel Nochebuena stained woodwork in various areas throughout the library.
- *The bookmobile sustained both a broken lock and a scrape and is being repaired.

Committees

- *Budget- The director will be scheduling an upcoming meeting.
- *Education Liaison – Ms. Gottsleben noted that the start of the school year has brought an influx of Spanish speaking students, who have taken out most of the library's Spanish book collection. She is purchasing more books and new bookshelves with some monies in the Morristown educational fund.
- *Investment – No report.
- Foundation: This report was moved to the October meeting.
- *Nominations –No report.
- *Insurance- The director renewed an ongoing discussion on whether to purchase flood insurance. Historical incidents of minimal water in the building were discussed; there has been no flood damage. The Board will readdress this issue when the 2024-2025 policy is under review. Mr. Coutts has secured a discount for the library's cyber security insurance. The Board approved an increase in accidental liability insurance at the annual cost of \$340.00.
- *Personnel – The following personnel action was approved: Maria Sanchez was hired for Office Manager @ \$62,000/year. The Director discussed Ms. Sanchez's qualifications, and his salary reasoning. Ms. Sanchez will start the week of October 30th, and staff will be notified in advance of her schedule each week.
- *Facility and Grounds – A meeting will be set up to discuss how best to spend the remaining monies from the Foundation for 2023.
- *Branding and Marketing— There will be an upcoming meeting. Ms. Becza met with the staff to discuss the new logo's colors .

New Business:

Bob Russell is assisting with bids for the Morris county grant funds. The bids will be separated by task, and work will begin in the spring. Whether the library or the foundation should bid out the work related to the Morris county grant will be discussed with Mr. Russell and other relevant parties. The Board determined that an agreement should be drawn up delineating the roles and duties of the library Foundation and the library Board.

*A financial audit of the library for the year ending December 31, 2022 was distributed for review and will be discussed at an upcoming meeting.

Old Business:

The library has approximately \$2500.00 remaining in a flexible spending account (FSA) that relates to employee out of pocket medical expenses. These monies have reverted to the use of the library. The Board passed a motion that the FSA monies will be placed into unrestricted funds and utilized for staff education.

*A motion passed to close the library on November 17, 2023 for staff education day. The director stated that some activities under consideration include a police department safety talk; anti-harassment training; fire drills; and some software training.

Meeting adjourned at 7:34pm.

Respectfully Submitted,

Patricia Ard, Secretary