

October 17, 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 6:11pm.

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: Deanna Quinones, alternate for Mayor Doherty; 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 September 19, 2023 monthly meeting minutes were approved.

Treasurer's Report

Mr. Brooks reported that the library is within its budget. The report was received.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- *The door count for visitors is back to pre-pandemic levels.
- *Program attendance—in person and virtual combined—is high. While web visits have not reached pre-pandemic numbers, the new social media outlets for the library may be one reason for that.
- *Circulation of materials is above pre-pandemic levels.

*Library staff participated in the very well attended Morristown Fall Festival and Book Festival.

*Maria Sanchez begins as office manager on October 30, 2023, overlapping for several weeks with Joanne Fattrosso, the current manager.

*Leigh Whitworth is continuing the History Center's interview project in the Hispanic community.

*The library received a grant from the NJ Historic Trust. The monies are earmarked as a match to the Morris County Preservation Trust's grant to fix masonry, windows, and the original door to the 1917 wing.

*At the suggestion of the Bickford Trust, the director has applied for a grant.

*The unexpected benefits of the town and township's library appropriations for 2024 were discussed.

Building and Grounds Report

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

*HVAC problems in the library continue, most due to the age of the equipment.

*The library boilers passed inspection.

*Plumbers continue to try to discover the source of leaking in various parts of the library.

*A discussion occurred about the numerous responsibilities of the assistant director for building maintenance.

*The 2009 Bookmobile is broken. Repair needs and estimates are being analyzed.

*Ms. Becza discussed various quotes she has received for the removal of the holly tree on the front lawn, as well as for electrical work for outdoor signage and building lighting.

Committees

*Budget- The first reading of the 2024 budget occurred, followed by a long discussion of same. Mr. Brooks commented upon aspects of the proposed budget, including the increase in the Morristown appropriation, a 4% increase in the costs of personnel health benefits, pension increases, and contingency and capital maintenance set asides. Costs included an increase in police presence; best days and times of the week for this service were discussed. The first budget reading was approved.

*Education Liaison – Ms. Gottsleben stated that the College Board awarded Morristown High School a bronze level due to its high number of advanced placement courses.

*Investment –A new investment committee will eventually be needed to review the transition of the Foster Funds to the Foundation. The current investment strategy for these funds has been successful.

Foundation— A November meeting prior to Thanksgiving will be held. The library board needs to present a report to the Foundation concerning what expenses it incurred in 2023, and whether the projected plan for spending \$50,000 in 2024 remains the same.

*Mr. Brooks stated he had received a draft lease for 83 South St. from the Hampshire Co.

*The Annual solicitation letter will go out after Thanksgiving.

*Nominations –No report.

*Insurance- No report.

*Personnel – At the end of 2023 the library will have full employment of all positions.

*Facility and Grounds – A meeting will be held prior to Thanksgiving.

*Branding and Marketing— Expenses related to the new logo are not as high as originally believed. The committee met and discussed appropriate colors for the library’s various departments. The committee feels the colors for different departments of the library should align with any future wayfinding signage. The staff have been contributing to this ongoing conversation. An appropriate mission slogan for the library will be discussed at an upcoming meeting.

*Installing new monitors in the library and their cost was discussed.

New Business:

Mr. Brooks noted that a new bronze book plaque with donor Sara Fiske’s name has been placed in the media entryway with the others.

Old Business:

*The Director is discussing with architect Bob Russell and the library attorney the issue of bidding protocol for larger projects, and whether a memo of understanding is needed between the library and the foundation.

*It was determined that the upcoming masonry project will be bid in the current manner. The best method to bid out the stained glass window project was discussed, considering the few craftspeople with expertise in this area.

Meeting adjourned at 7:30pm.

Respectfully Submitted,

Patricia Ard, Secretary