

**November 14, 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 6:05pm.

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; 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 October 17, 2023 monthly meeting minutes were approved.

**Treasurer's Report**

Mr. Brooks reported that spending was in accordance with the month of the budgetary year, and that the library had received the fourth quarter final payment from the town. The report was received.

\*The second reading of the 2024 budget occurred. Mr. Brooks noted that the pension costs line had been increased based on recent figures obtained from the state. The director noted that he spoke with the town's CFO regarding the effects of a projected increase in library funding based on the town's 2023 property reassessments. It will not be until January, 2024 that the library will have the final figure from Morristown, following tax appeals, etc. For the 2024 budget the library is using the current appropriation figures; if items need to be adjusted in January they will be. The Morris Township appropriations were also discussed in terms of

the apportionment of funding between town and township. The library will submit the 2024 budget on December 1, 2023, as required. Motion approved on second reading of the budget.

### **Director's Report**

The following are major points presented by Mr. Leinaweaver:

\*A new report appraised the library building at \$21,331,674.00. The director recommended, based on this increased evaluation, that the library increase its property insurance at a cost of \$4,096.00. The money will come out of the 2023 budget.

\*The door counts are up.

\*Circulation of materials has increased.

\*The new office manager, Ms. Maria Sanchez, is integrating well into the position.

\*Ms. Joanne Fattrosso, the outgoing manager, will be recognized at an upcoming staff event, and receive a proclamation of gratitude from the board.

\*The yoga program and funding for same was discussed.

### **Building and Grounds Report**

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

\*HVAC problems in the library continue, and are being addressed.

\*The dry wall work for the new front doors has been completed.

\*A towing fee was the only charge for a recent bookmobile breakdown.

### **Committees**

\*Budget- See above under Treasurer's report regarding second reading of 2024 budget.

\*Education Liaison – Ms. Gottsleben stated that teachers from the Morris school district will be touring the library next Monday.

\*Investment –No report.

Foundation— An upcoming November 15 meeting will consider the library's 2024 grant request for \$50,000. Items included under this request include: landscaping around the new library sign; landscaping around the 1917 wing; lighting for the South St. façade; and continuing marketing work. The director explained that he had prepared and forwarded to the Foundation a reconciliation of the use of the monies in the 2023 Foundation grant. He also noted the funds awarded through the state of NJ grant and the Morris County Preservation Trust Fund would be put towards the masonry and other preservation projects in 2024.

\*Mr. Brooks stated the annual solicitation letter will go out after Thanksgiving; he reviewed its contents with the board.

\*Nominations –No report.

\*Insurance- See insurance note in director’s report, above.

\*Personnel – Ms. Price announced that a history center employee had recently given notice and will need to be replaced. She distributed the director’s 2023 reflections, to be discussed at the December, 2023 board meeting.

\*Facility and Grounds – No report.

\*Branding and Marketing—A discussion of tagline proposals occurred.

**New Business:**

\*A resolution passed allowing the new business manager, Maria Sanchez, access to internal library bank accounts. The outgoing manager, Ms. Fattrosso, had introduced Ms. Sanchez personally to the board members prior to the start of the meeting.

\*The 2024 holiday calendar was passed out for review.

**Old Business:**

\*The director stated he had spoken with library counsel about whether an agreement was needed between the library and the Foundation on the bidding process. The issue will continue to be reviewed.

\*The director noted that the December meeting will be on December 12, 2023.

\*The type and cost of replacement tv monitors is being researched.

Meeting adjourned at 7:27pm.

Respectfully Submitted,

Patricia Ard, Secretary