

January 31, 2024 (rescheduled from 1/16/2024)
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 6:10pm.

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 Guariglia; 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 December 12, 2023 monthly meeting minutes were approved.

Treasurer's Report

Mr. Brooks reported that in 2023 the library was able to draw \$80,000 less from reserves than had been budgeted, and that \$80,000 was primarily attributable to having roughly \$50,000 less in total expenses than budgeted, \$25,000 more in Foster Fund income than budgeted, and \$5,000 more in state aid than budgeted.

There was an 18% increase in health insurance costs from 2022 to 2023. Reasons for this increase were discussed.

Pension contributions were up 4 1/2 %. Total operating expenses for 2023 were \$3,324,000. Report received.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- *The director passed around Board contact information for any updating.
- *In 2023 fourteen library personnel were replaced. The current contingent of employees stands at 46.
- *The status of the open assistant archivist position was discussed.
- *The director is working on more grants, including one that could possibly be used towards the needed HVAC work.
- *The library has posted a bid for the masonry work. Contractors will do a walk-through next week. The director hopes to discuss bids at the March, 2024 meeting.
- *Library architect Bob Russell will get quotes from specialists for the leaded glass work.
- *Mr. Leinaweaver attended a new Jersey Historic Trust meeting for information on the protocol for the received grant.
- *In April, the library will provide space for an outside group program on future career pathways for young children.
- *The oral history project with the Spanish speaking community is ongoing.

Building and Grounds Report

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

- *The RTU (roof top unit) was repaired.
- *Leaking continues on the ductwork since it is old and the sealing is not sufficiently effective.
- *J. Moore advised it was best to replace the air handler unit with parts as needed, rather than do a whole unit replacement. Bob Russell confirmed this opinion.
- *The gallery lighting is LED and an estimate to replace with brighter lights has been requested. Ms. Becza stated it might be possible to just replace the spotlight trim works.

Committees

- *Budget- The 2024 library budget passed in the fall of 2023. The director met with the town administrator, along with the library attorney, to discuss and protest the town's suggestion that a NJ statute allows the town to cap a library funding increase at 15%, rather than provide the full third of a mill. It was noted that there is little state precedent on this issue. Library funding by the town and township was discussed at length.
 - *Education Liaison – Ms. Gottsleben announced she will be retiring from her job on June 30, 2024. She will discuss with the superintendent when it would be best for her to leave the board.
- Ms. Gottsleben noted there was another district service day with about 8-10 teachers coming to the library.

*Investment –This committee was disbanded in 2023.

*Foundation— Mr. Brooks will contact Hampshire Co. regarding the new lease now in place. One issue for discussion will be the library’s placement of parking signage indicating that the Hampshire parking slots can be used by staff/patrons after 6pm M-F, after 12noon on Saturday and all day on Sundays.

The investment committee of the Foundation will meet on Feb. 28, 2024 to discuss the Foster Fund’s investment and distribution posture. \$220,000 could be raised from the Fund through the new investment strategies.

Two possible new members of the library Foundation will be coming to the next board meeting.

*Nominations –No report.

*Insurance- The library received \$4700.00 from insurance for the injured book drop.

*Personnel- Motion approved to hire Katelyn Leffler as Assistant Archivist @ \$17.00/hr.

*Facility and Grounds – No report.

*Branding and Marketing—Ms. Becza is working on placing the new logo on the library’s various PR materials. The new logo has been well received. Ms. Becza is awaiting a quote to place the logo on the library’s stationery.

New Business:

See Personnel committee report.

***Old Business:**

The 2024 holiday calendar was approved.

The director discussed the draft winter retreat agenda. The retreat will be held in the lower level meeting room on February 24, 2024, from approximately 9am-12:30pm.

A discussion was held on the issue of whether it would assist patrons if the library installed a book drop off of library grounds.

Meeting adjourned at 8:02pm.

Respectfully Submitted,

Patricia Ard, Secretary