

**March 19, 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 6:08pm.

Representing Morristown were: Nancy Bangiola, President; 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 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 February 20, 2024 meeting minutes and February 24, 2024 retreat minutes were approved.

**Treasurer's Report**

Mr. Brooks reported that the Friends of the Library generously committed again to gifting \$25,000.00 towards the 2024 budget. The report was received.

**Director's Report**

The following are major points presented by Mr. Leinaweaver:

\*Library usage figures have surpassed the pre Covid period of 2019.

\*In 2023, the library offered 932 programs that brought in 23,813 people. These figures include community use of the meeting room for meetings and programs, and in-person and virtual offerings. This statistic far surpasses earlier years.

\*The library has been approached and participated in various media concerning its collections.

\*Grant work continues.

\*A patron challenged a picture book in the library's collection. They were given the appropriate form to fill out, and the challenge will be handled as per the library's written policy.

\*Library staff have done outreach to the Latinx community, including card sign ups and book recommendations.

\*The library participated in NJ Makers Day for the first time. This is a state wide event.

\*The file storage unit in the history center is forty years old and will soon no longer be functional. A replacement to perform the same task is being sought.

### **Building and Grounds Report**

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

\*The library has not yet learned the result of its application to the Morris County Community Development Block Grant for HVAC work.

\*A roof inspection by Fania led to some patching and assistance with the library's warranty with Siplast on the flat roof.

\*Bollards have been painted and placed around the new bookdrop. May it live long and prosper.

### **Committees**

\*Budget- The town of Morristown has not yet made its first payment for 2024. The director is in continuing talks with the town business administration regarding the municipality's payments for 2024 and onwards.

\*Education Liaison – The Jay Delaney grant within the high school library—including a recent Book Festival donation to it—has helped pay for shelving and the purchase of books in Spanish.

\*Foundation—The Wiley law firm completed research on the definition of “income” in Caroline Foster's will. They determined that case law allows for a broad interpretation of the term. This information will assist the Foundation in its April meeting to draft new investment guidelines for the Fund. In 2025 there will be a transition to a 5% of corpus rule. By 9/30/2024 the library's 2025 draft budget will be prepared using this 5% figure.

\*By the Foundation's April 29 meeting date, it's hoped that architect Bob Russell will have financial projections for the Gerhart and tech room renovations.

\*The configuration of a proposed second floor small study room was discussed.

\*Nominations –No report.

\*Insurance- No report.

\*Personnel- The library remains at 100% staffing.

\*Facility and Grounds-The committee will meet after receiving Bob Russell's drafts and financial projections on the two new space reconfigurations.

\*Branding and Marketing—More materials with the new logo are being ordered. The logo's placement on public library computers was discussed. June is the target month for getting the new logo on all library sites and materials.

**New Business:**

\*The director reported that four bidders, all known to the library, did walk-throughs on the masonry project. Two bidders were disqualified due to errors in their applications. The Paragon firm won with a bid of \$166,650.00, with a \$5,280.00 alternate. A motion to accept Paragon's bid passed. The best method and source for the payment of Mr. Russell's fee was discussed.

**Old Business:**

The director's goals for 2024 and ongoing were discussed. A few revisions were suggested, and Ms. Ard suggested the library might build on its new program for age 3 and under children by the purchase of related materials and program offerings. The director's revised goals will be discussed again at the April meeting.

Meeting adjourned at 7:30pm.

Respectfully Submitted,

Patricia Ard, Secretary