

June 18, 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 6:05pm.

Representing Morristown were: Nancy Bangiola, President; and Patricia Ard, Secretary

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

Also present were: Deanna Quinones, alternate for Mayor Dougherty; Anne Piascik, 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 May 21 2024 meeting minutes were moved to the July meeting for consideration due to lack of a quorum from the May meeting.

The director welcomed new board member Anne Piascik who has been appointed by the Morris School district superintendent Dr. Anne Mucci to represent her on the board.

The director then introduced Mr. Glenn Coutts to give the library's annual insurance review. Mr. Coutts began by explaining that the insurance industry was in "disarray" for a number of reasons. He then gave a detailed analysis of each major section of the library's insurance policy. A discussion of deductibles

occurred. Mr. Coutts will research how much the library would save on its annual premium if it raised its deductible from \$5,000 to approximately \$10,000 or more.

Treasurer's Report

Mr. Brooks postponed a full discussion of the May Treasurer's report until the revised June budget is effective. The report was received.

Director's Report:

The following are major points presented by Mr. Leinaweaver:

*Librarian Louis Muñoz is leaving for a position closer to his home. His position has been posted and applications are being received and reviewed by the director and the head of reference.

*Research continues into the best new phone system for the library.

*The director has been discussing the draft circulation policy with the head of circulation services.

*Numerous thank-you cards from a recent visit by Woodland elementary school students were passed around for review.

*Reference books were weeded. The resulting space provided a more prominent spot for the Spanish/ESL collection.

*"Shelf talker" signs have been placed in strategic areas around the stacks.

*The bookmobile, children's, and young adult services are all planning summer events.

*The YA librarian held a crocheting event for teens.

*Media library assistant Jill Hammaren published an article in the Morristown Green recently on the importance of education.

*A second engagement occurred at the library!

*June 14 was staff education day. Among other activities, the police spoke on how best to respond in difficult situations, and the right of patrons to photograph in the library.

Building and Grounds Report

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

*The holly tree has left the (outside of the) building! Now the leaded window that was behind it is more visible. The old cement footing of a former flagpole was removed at the same time.

*New outdoor lighting will be installed soon.

*Sidewalk repairs will occur shortly.

Committees

*Budget-Because the town of Morristown is giving the library only a 22% appropriation rather than the full third of a mil, the \$184,000.00 difference required a revised budget. The 22% is the increase in our funding from Morristown over the 2023 budget, but the library was due a 40% increase according to the equalized valuation. The needed revisions in the budget due to the lesser funding were discussed by Mr. Brooks. For the 2025 budget we are anticipating full funding and thus the ability to offer 3 to 3 and a half % increases to staff salaries. The library will forward our revised half year budget to the town and township, explaining what activities and materials will not be able to be funded. The revised 2024 budget was accepted.

*At a recent meeting of the budget committee it was decided that the \$24,000.00 cost of the archives shelving unit would be paid for out of a \$52,000. History Center donation.

*A past bequest from Mary Frances Philhower in memory of her father George Babbit to the History Center, is currently valued at \$150,000.00. The board is considering using these unrestricted funds for the approximately \$80,000.+ cost of renovating the back entrance. Bob Russell will be asked to review plans for the back entrance, and the Board is planning to review his ideas at the 2025 annual retreat.

*A motion passed to move to the Foundation the generous \$10,000.00 donation to the library from Mary V. Authors, to be invested accordingly.

*Education Liaison: Graduation week is here.

*Foundation— The investment committee met recently and started the process of moving the Foster Funds to an equity portfolio. Each month approximately \$400,000.00 is being moved into equities.

*Nominations –No report.

*Insurance- See above notes on Glenn Coutts's report.

*Branding and Marketing: Aviate Creative is still owed some funds for their work on the new library logo, which continues to be successfully incorporated into all library materials and outreach.

*Personnel- See new business.

*Facility and Grounds-No report.

New Business:

*A motion carried to hire rising high school senior Elizabeth Powers as a bookmobile page for the summer at \$15.13 an hour.

*A board dinner celebrating Deborah Gottsleben's seventeen years of service on the library board will be held on July 17, 2024. The director will forward details nearer the date.

*Mr. Leinaweaver discussed revisions to the library's collection development policy. Further suggestions were made, including the following: 1) Only permanent residents of either the town or township may request a reconsideration of library materials; 2) All such applicants will affirm they have read the entire text; 3) All applicants will sign a verification of the truth to all responses at the form's end.

Old Business:

*A motion passed affirming the use of \$24,000.00 for the replacement of the History Center's shelving unit, as recommended by the budget committee, with the contract going to Storage Solutions.

Meeting adjourned at 8:16pm.

Respectfully Submitted,

Patricia Ard, Secretary