

May 21, 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: Patricia Ard, Secretary; and Lisa Price

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

Also present were: Deanna Quinones, alternate for Mayor Dougherty; 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 April 16, 2024 meeting minutes were approved.

Treasurer's Report

Mr. Brooks confirmed that Morristown and Morris Township had each made the first and second quarter appropriation payments, as per the 2024 library budget. The library is a third of the way through the year, and on target financially. The report was received.

Director's Report:

The following are major points presented by Mr. Leinaweaver:

*Budget issues between the town of Pequannock and its public library were discussed.

*Research is being done on the increasing rise in costs of the library's phone system, and the possibility of switching phone service providers.

*An upgrade to WiFi 6 would enable both staff and public WiFi to run through the same devices, thus saving costs by no longer requiring separate devices. The library is looking into this upgrade with MAIN.

*An engagement occurred in May on the library's Miller Rd steps! Library personnel helped to facilitate the happy event.

*With the assistance of MAIN, mobile printing for patrons has been upgraded to a product from TBS.

*By the fall, MAIN will also provide print and time management upgrades for the public PCs.

*The Palace Project system for materials holds is being researched and compared with Libby's offerings; merger of the two platforms is the goal. A discussion of digital access to national and local papers ensued.

*Benefits and drawbacks of replacing the OCLC research database in the History Center were discussed.

*Use of the library website has increased, but has yet to surpass pre pandemic numbers.

*The History Center's FRED storage unit's imminent demise was confirmed.

*The director sent the personnel manual to library counsel for updating. The manual was last substantively reviewed in 2020.

*The most recent edition of the Library News publication contains the library's new logo.

Building and Grounds Report

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

*Standard landscaping maintenance should start this week.

*According to the town, the library is responsible for sidewalk maintenance and the sidewalks are being examined.

*The holly tree on the front lawn will shortly be removed.

Committees

*Budget-The town budget was approved.

*Education Liaison: Ms. Gottsleben is retiring as the educational representative to the Board, and this was her last meeting. The Board expressed gratitude to Ms. Gottsleben for her fine work. She stated that Ms. Anne Piascik will be the new educational representative to the Board starting at the July, 2024 meeting. Mr. Leinaweaver stated he had an upcoming meeting scheduled with Ms. Piascik.

*Foundation—The committee met on April 29 and approved guidelines for the management and disbursement of the Foster funds. Standard endowment rules will apply for now. The Fund’s disbursement will align with the Library’s budget schedule. Growth in the value of the Fund is expected under the new investing guidelines. The Foster fund portfolio will be reviewed at an upcoming June 4 meeting of the Foundation’s investment committee.

The Foundation approved its largest grant of up to \$250,000 to accomplish the renovation work architect Bob Russell laid out in his April 16, 2024 proposal. Mr. Brooks pointed out that the Foundation grant frees up money from reserves to allow for the completion of other planned projects, such as front of building lighting or the rear entrance project.

*Nominations –No report.

*Insurance- Glenn Coutts will be present at the June meeting for the annual policy discussion.

*Branding and Marketing: The committee recently held a meeting to analyze the progress of the new logo. Some staff members still need to incorporate it into their signatures. Aviate Creative sent a brand booklet to the library for implementation guidance.

*Personnel- The personnel manual has been sent to library counsel for review and updating.

*Facility and Grounds- The committee met recently with the director, who provided updates on the status of the different projects. Bob Russell updated the scheduling of the various projects under his firm’s aegis: by the end of 2024 he will provide a new update of his draft proposal, and in 2025 the relevant projects will be bid out. The committee suggested that at the 2025 Board retreat the movement of several collections be discussed at length.

New Business:

*A resolution passed approving Staff Day for June 14, 2024. Topics for the day will include: active shooter training; emergency preparedness, such as earthquake response; and public relations for MAIN. There will also be a choice of tech activities to learn.

* \$24,155.00 is needed for History Center shelving. Discussion ensued regarding best method of payment for same, including possible grants or restricted History Center funds. The budget committee will schedule a meeting to discuss this topic.

Old Business:

*Mr. Brooks raised the topic, previously discussed, of whether the children's department can move even further towards early literacy initiatives, including appropriate materials purchases. A consensus suggestion was to place the topic on the October or November, 2024 agenda for a fuller analysis. The director will continue to discuss the issue with the children's department staff.

Meeting adjourned at 7:38pm.

Respectfully Submitted,

Patricia Ard, Secretary