

**August 20, 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 6:07pm.

Representing Morristown were: Patricia Ard, Secretary; and Lisa Price

Representing Morris Township were: Geoff Brooks, Treasurer; and George Quillan

Also present were: Deanna Quinones, alternate for Mayor Dougherty; Beth Quirk-Hendry, alternate for Mayor Guariglia; 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 secretary 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 July 16, 2024 meeting minutes were approved as revised.

**Treasurer's Report**

The report was received as submitted.

The director introduced James Lewis, head of the Caroline Rose Foster North Jersey History & Genealogical Center, for another in a series of informational talks by department heads. Mr. Lewis spoke generally of the Center's holdings; its recent acquisitions; its planned activities and talks; and answered questions from the board. He stated the number of visitors was now close to the pre-Covid period, including more out of state visitors. He highlighted a number of short, historic videos the Center supports on its website, including one of the 1939 parade celebrating the 200<sup>th</sup> anniversary of Morris county's founding. Mr. Lewis referenced some of the institutions the Center works with, such as the Washington

Association, Macculloch Hall, and other public libraries. He estimated that the Center's collection was approximately 65% genealogy related and 35% historical. Since the collection is growing, he responded to a question by agreeing that more space was needed. Ongoing work includes continuing to gather oral histories of the Latino and LGBTQ communities and further digitalization of various newspaper collections.

On November 12, 2024, Mr. Lewis will be cohosting a talk on researching a home's history.

### **Director's Report:**

The following are major points presented by Mr. Leinaweaver:

- \*He briefly discussed the library's recent outside audit, a copy of which was distributed to all board members.

- \*The personnel manual continues to be revised and reviewed by library counsel. The circulation policy is still under revision as well.

- \*Mr. Leinaweaver is working on the 2025 budget, including preparing a chart of how personnel salaries compare with the NJLA suggested minimums.

- \*The insurance audit has not yet occurred.

- \*The Morris County grant work on the 1917 wing is paused due to the extreme heat and will probably resume in September. A bill for initial payment has been submitted.

- \*Summer reading participation has returned to its prior level. With the cost of books increasing, by next summer there may be a need for additional funding.

- \*Night book clubs have become very popular.

- \*The library successfully participated in the town's Diversity Day.

- \*The bookmobile worked around the summer's periods of extreme heat to successfully offer children's projects.

- \*Research continues on a new phone system.

### **Building and Grounds Report**

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

- \*A series of new outside lights has been successfully installed. Lights on the library sign, the Steve Wiley statue, the building, and in particular, the new bollard lighting lining the front walkway, make the library more "seen" and welcoming, according to comments received.

- \*An increase in HVAC work is coinciding with climate change, causing increased demand on AC.

\*Library architect Bob Russell found a problem with the roof flashing during an air duct installation.

\*Repairs to the sprinkler system were completed.

\*Vaping in the men's bathroom, which triggers the alarm and a required evacuation of the building, is a problem. New signs are being considered.

\*The office manager's office space is now completely set up, with some new needed furniture.

\*A new paging system is being researched, but due to the three sections of the building would be expensive.

### **Committees**

\*Budget: Members of the township council have indicated some concern over the town of Morristown's failure to equally fund the 2024 budget to the legal third of a mil. While notice regarding this issue was provided, the budget committee will be meeting on September 4, 2024 with those concerned.

\*Education Liaison: Staff return next week; the students on September 3.

\*Foundation: A meeting is needed near the end of October to approve the 2025 Foster Fund grant and project scope for buildings and grounds. The buildings and grounds committee should prepare a recommendation to the Foundation covering what was accomplished with prior grants funding and what is projected/needed for the use of future funding.

\*Nominations –No report.

\*Insurance: No report.

\*Branding and Marketing: Business cards and stationery remain some of the last items that need the new logo.

\*Personnel: The committee will meet soon to review NJLA minimums and salary recommendations.

\*Facility and Grounds: A meeting will be scheduled to review the current 5 year buildings and grounds plan, and make any revised recommendations to the Foundation based on work completed or other factors.

The director noted that with the new lighting, outdoor events, and other improvements, the library's grounds are providing the benefits of a public park.

### **New Business:**

The director discussed the background of Ms. Ava Ikbal and recommended hiring her as a Children's library assistant. A motion passed to hire Ms. Ikbal @ \$15.50/hour.

**Old Business:**

Further revisions to the collection policy were discussed. A suggestion to require a patron who challenges a book to have read the material under challenge was accepted.

Meeting adjourned at 8:08pm.

Respectfully Submitted,

Patricia Ard, Secretary