

December 10, 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 6:02pm.

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

Representing Morris Township were: Don Kiel, Vice President; 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 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 November 19, 2024 monthly and the November 25, 2024 special meeting minutes were both approved.

Architect Bob Russell was present to provide an update on the four planned library projects in which his firm is involved. The first discussed was the Marian Gerhart room renovation into a study/meeting room. He noted that the room will be able to hold 6-8 people, and that the glass used will be consistent with the period of the space. The room will have its own temperature control unit, and there will be an LED light fixture over the table.

The technical training room project entails the division of the room into two rooms, and a new door will be installed for the second room.

The second floor study addition next to the current two meeting rooms on this floor will require new locks and soundproofing. Fourteen stacks will be lost with this addition, and alternate sites for some or all of those stacks was discussed.

Finally, the fourth project, involving the parking lot courtyard, will include a lower, new iron fence, improved lighting, and a display message panel for library related information. This project should result in a better lit, more aesthetically attractive, and overall welcoming back entrance for the public.

Mr. Russell stated that, based on the board's encouragement, he will now draw up the construction documents needed for the bidding process. After a brief discussion of the mortar work on the library's façade, he agreed a change order would probably be needed and he would begin preparing that as well.

Treasurer's Report

The report was received as submitted.

Director's Report

The following are major points presented by Mr. Leinaweaver:

*He has been in discussions with the Morristown police department and has hired town police for Monday through Thursday in the 3-7pm time slot. Mr. Leinaweaver discussed the costs of financing an increased security presence.

*The assistant director is researching the costs of better security cameras.

*See above matters discussed with Mr. Russell.

The director then introduced Ms. Kristin Hayes, library attorney from the firm of Wiley, Malehorn, Sirota & Raynes, who was present to discuss the personnel manual revisions as well as pending litigation. After a discussion the revised personnel manual was approved.

At 6:41pm the board entered closed session to discuss pending litigation. The Morristown mayor's representative recused herself during this time period; the township mayor's representative was not present.

The closed session ended at 7:15pm.

Building and Grounds Report

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

*Lighting possibilities in the Gerhart room were being researched with vendors.

*The HVAC unit in the computer server room must be replaced so that the hardware in there will not overheat.

*The small meeting room refrigerator has broken and will be repaired.

Committees

- *Budget- See above discussion. The increased police security is an increased cost.
- *Education Liaison – No report.
- *Foundation-The annual appeal letter has been mailed out.
- *Nominations – Nominations will be discussed at the January reorganization meeting. A meeting beforehand is being scheduled.
- *Insurance- A new facilities appraisal will not be needed this year.
- *Personnel- The director's annual reflections discussed in New Business.
- *Facility and Grounds-See Bob Russell discussion, above.
- *Branding and Marketing—A future meeting is being scheduled.

New Business:

- * Mr. Leinaweaver will circulate dates for the annual board retreat.
- *Ms. Ruth Bensley, head of circulation, discussed her job duties and the work generally of her staff in circulation. Popular items from the library of things were passed around. The board complimented Ms. Bensley on the welcoming attitude of herself and her staff.

At 8:11pm the board entered executive session to discuss Mr. Leinaweaver's annual performance reflections. Executive session ended at 8:27. The director was thanked for his continued excellent stewardship of the library; the director thanked his staff.

Meeting adjourned at 8:33pm.

Respectfully Submitted,

Patricia Ard, Secretary