

November 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 6:02pm.

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

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

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 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 October 15, 2024 monthly meeting minutes were approved.

Treasurer's Report

The report was received as submitted.

The director introduced Ms. Kristin Hayes, library attorney from the firm of Wiley, Malehorn, Sirota & Raynes, who discussed revisions and updates to the library personnel manual and answered questions regarding same. New Jersey laws on sick time and medical leave policy were among the topics reviewed. A motion passed to approve the first reading of the draft revised personnel manual. A second reading will occur either at the December, 2024 meeting or in the new year.

The board entered into closed session at 6:18pm to discuss legal, public safety, and library security matters in response to a recent event. The board returned to open session at 7:16pm.

At 7:18pm the board returned to closed session to discuss legal and budgetary matters. This closed session ended at 7:55pm.

It was determined that a special board meeting for the second reading of the 2025 budget will occur on Monday, November 25, 2024 due to various changes and questions outstanding on the budget. The first budget reading had occurred at the October, 2024 meeting.

Director's Report

The following are major points presented by Mr. Leinaweaver:

- *The pending NJ Freedom to Read law was discussed.
- *The Dia de Los Muertos event held on Nov. 1, 2024 was very successful, with numerous staff contributing to the “altar” with a dead authors theme. The library will continue participation in this town and township wide event.
- *See above matters discussed.

Building and Grounds Report

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

- *No snow to date has meant no expenditures for snow removal.
- *The overall budget for buildings and grounds was discussed.
- *The server room A/C has been spontaneously turning off and needs replacing. Ms. Becza has received a \$10,000 quote.
- *Ms. Becza's request to the town maintenance crew during sidewalk curb repairs near the library to alter the curbing position was agreed to. The town also came back and made repairs to other library sidewalks after Ms. Becza informed the crew of the need for same.
- *Study/reading carrels recycled from the Chester, NJ public library have been put into use.
- *A new a/v screen was installed in the basement meeting room.

Committees

- *Budget- See above.
- *Education Liaison – Ms. Piascik noted an influx of new librarians in the Morris school district. She was asked to and agreed to be a mentor to the new high school

librarian. Ms. Piascik will keep the board informed of the direction the high school library will take, since it is in a state of flux.

*Foundation—During a Nov. 12, 2024 meeting the following decisions were made: 1) A new distribution method for the Foster Fund was decided upon; 2) \$50,000. in funding for 2025 was approved, as per the Foundation’s multiyear Funding Plan. The 2025 grant includes such items as new trash receptacles, marketing work, and restoration of the Miller Rd. sign. 3). Drawings by architect Bob Russell for renovation of four new study/meeting rooms were reviewed and approved. (The Foundation had approved the \$250,00 cost for same at its April, 2024 meeting).

*Nominations –Some members are up for reappointment.

*Insurance- Staff benefits coverage discussed above in revised personnel manual discussion.

*Personnel- The director will prepare his reflections for review at the December, 2024 meeting.

*Facility and Grounds: Bob Russell will speak at the December, 2024 board meeting concerning his drawings for renovation of certain meeting rooms.

*Branding and Marketing—The library’s new logo has won a competitive American Graphic Design Award.

New Business:

*Library security was discussed at length. Mr. Leinaweaver will research the scope and cost of a review by an outside firm of safety procedures and protocols, among other actions.

*A few items for discussion at the annual retreat in February were suggested, such as a review of the meeting notice provisions.

Old Business:

*See above regarding the special Nov. 25, 2024 6:00pm board meeting concerning a second reading of the 2025 budget. Proper public notice will occur.

Meeting adjourned at 8:27pm.

Respectfully Submitted,

Patricia Ard, Secretary