

July 15, 2025
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 6:04pm.

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; Beth Quirk-Hendry, alternate for Mayor Guariglia; 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, and providing same to the Clerks of Morristown and Morris Township as well as to the Morris County Daily Record and The Star Ledger, all more than forty-eight hours prior to the meeting.

Minutes

The June 17, 2025 monthly minutes were approved.

Treasurer's Report

The report was received.

Director's Report

The following are the major points presented by Mr. Leinaweaver:

*The new phone system continues to present issues with the transfer from the old account.

*Multicolor ink pens with the library logo are the gifts for patrons signing up for the summer reading programs.

*The American Library Association conference was well attended by numerous staff members.

*The director discussed his report on a July 2, 2025 visit by Morristown police officers, who performed a safety review of the library with the director. The officers noted that the library was doing a very good job preparing for and reporting incidents.

*The staff is still troubleshooting problems related to the TBS software system, such as occasional failures of the print management system.

*The new Young Adult librarian had to resign unexpectedly. As a result, the director and staff reviewed the applications that had been received when the job was originally posted. The new hire will be discussed under Old Business.

The full-time circulation job notice received many applications.

*The director has begun work on the draft 2026 budget.

*Mr. Leinaweaver informed his relevant staff that if they are spending significant time updating the website to inform him and he will hire an outside firm as needed.

*There are now two notary publics on the library staff, replacing the one staff notary who retired.

Building and Grounds Report

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

*The sign publicizing the library's preservation grant from the Morris County Historical Society has been placed on the library's front lawn.

*Ms. Becza and Mr. Leinaweaver met with HMR architects to discuss the courtyard renovation.

*The bookmobile's generator battery arrived and is awaiting installation by the mechanic.

*The branding and marketing committee met regarding the new wrap design for the bookmobile.

A fire alarm sounded at 6:35pm during the meeting and the library was cleared. The fire department allowed readmittance at 6:58pm after determining there was no danger.

Committees

*Budget- The director discussed the revised 2025 budget. He will contact the library's auditors to discuss how best to identify the additional monies from the settlement of litigation that the township brought against the town over the town's statutory payments to the library. The 2025 revised budget was passed.

*Education Liaison – N/R

*Foundation- N/R

*Nominations -N/R

*Insurance- N/R

*Personnel- After discussion by the director, the hiring of the following personnel was approved: Nancy Ort, YA Librarian @ \$59,000/yr; Rachel Reinhart, Readers' Advisor @ \$16.00/hr; Liz Amato, Readers' Advisor @ \$16.00/hr.

*Facility and Grounds-N/R

*Branding and Marketing- The proposed book mobile wrap was reviewed by the committee and will be revised.

New Business:

N/R

Old Business:

Mr. Leinaweaver discussed architect Bob Russell's May 13, 2025 fire suppression incident report on the January 22, 2025 sprinkler event, including Mr. Russell's recommendations. One central recommendation was to install a second floor shut-off valve and provide prominent signage of its location.

The director noted Mr. Russell might include the small repairs to the South St. tower footings in his bid proposal for other library projects already approved. Mr. Leinaweaver stated he was gathering information from his staff on the usage of the study rooms for possible future room changes. The media space might need to be reimagined in the future due to the lessening of DVD and CD usage.

Meeting adjourned at 7:27pm.

Respectfully Submitted,

Patricia Ard, Secretary