

September 16, 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 6:06pm.

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 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 August 19, 2025 monthly minutes were approved.

Treasurer's Report

Mr. Brooks reported that the library received a payment from Travelers Insurance for the sprinkler event. He noted that security costs are increasing because the library is increasing the amount of hours security is present. Rising electrical costs were discussed. The report was received.

Director's Report

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

* Tatiana Franco from Rutgers University is a social worker intern who will work approximately 12-15 hours in the library each week until April or May of 2026.

*Adjustments to the new Koha circulation system continue, including receiving timely collection statistics. All books, regardless of type, are listed in Koha as

simply “books.” The library is working within Main to make Koha more detail specific and responsive.

*The director noted that this year has seen many new hires and that they are working well with the regular staff.

*The director stated that he and Ms. Becza are planning to provide more resources for children’s and the readers’ advisors positions now and in the future.

*The fire alarm went off on the night of August 29 and staff member Maurice Underhill stayed on fire watch until the morning of August 30 to ensure the building’s safety. The library’s fire alarm and elevator phone lines were recently changed from Verizon to Optimum.

*Mr. Leinaweaver discussed staffing strategies related to absent employees.

*Kristin Hayes of the Wiley Malehorn firm is reviewing the collection and meeting room policies. Revisions to the meeting room policy were discussed by the whole board at this time. Mr. Leinaweaver urged members to send him any further suggested changes, and he will work with Ms. Hayes on a draft for review.

Building and Grounds Report

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

*J. Moore replaced the boiler pumps in the boiler room.

*The leaking of HVAC pipes is felt to probably be caused by an insulation pipe that was dislodged in the February, 2025 sprinkler event, with condensation building up in the coolant pipe.

*The quote received from SMG for plaster work needed throughout the library was over \$30,000. Ms. Becza has requested a detailed breakdown of costs on specific jobs and will then be able to prioritize jobs by need and budget going forward.

Committees

*Budget- The director and the office manager have prepared a first draft of the 2026 budget, and the committee will review same at an October meeting. Health insurance costs are unknown at this moment.

*Education Liaison – N/R

*Foundation- N/R

*Nominations -N/R

*Insurance- N/R

*Personnel- At a recent meeting, the director and the committee discussed at length the NJLA salary recommendations, individual staff salaries, and potential increases.

*Facility and Grounds-The purchase of a maple tree was discussed.

*Branding and Marketing- Work continues for the wrap of the bookmobile, and Ms. Becza is purchasing prizes now for the 2026 summer book contests.

Old Business: After discussion by the director, the board approved a late fee policy for the Library of Things: A daily \$2.00 late charge for the general Library of Things, and a \$5.00 late charge for museum passes, both with specific charge ceilings, were approved.

New Business: After discussion by the director, the hiring of the following personnel was approved: Alexander Maceira, PT Media Library Assistant @ \$16.00/hour.

*Mr. Leinaweaver discussed his memo regarding his meeting with the head of the Morris School District's Security office and that officer's comments and suggestions. The library will be upgrading its security system, not replacing it, at a cost of \$40,000. Among other actions, a new camera will be purchased for the YA area.

Meeting adjourned at 7:30pm.

Respectfully Submitted,

Patricia Ard, Secretary