

New Providence Memorial Library
377 Elkwood Avenue
New Providence, New Jersey 07974

**LIBRARY BOARD OF TRUSTEES MEETING
December 19, 2023**

AGENDA

Call to Order

Roll Call:

Lisa Barfield
John Cronin
Jon Keaney
Stacey Maisch
Amy Mascarina

Lisa McKnight
Mark Ondris
Perry Scopelliti
Stephen Vidal
Angela Wilson

Welcome to Visitors, with instructions on when to address the Board

Friends Report

Approval of Minutes of the November 21, 2023 meeting

Communications – (Open)

Superintendent of Schools' Designee – Jon Keaney

Mayor's Designee – Lisa McKnight

Director's Report

Committee Reports

Personnel: Amy Mascarina
Policy: Mark Ondris
Sunshine: Angela Wilson
Building & Grounds: Stephen Vidal
Finance: John Cronin
➤ 2024 budget presentation

Action on Bills

Old Business

- Report of the Nominating Committee & 2024 slate of officers

New Business

- Resolution 2023-16 (Depositories)
- Resolution 2023-17 (Newspapers)
- Capital Plan

Motion to Recess to Closed Session, if necessary

Adjournment

**New Providence Memorial Library
BOARD OF TRUSTEES MEETING**

December 19, 2023

Board of Trustees:	Ms. L. Barfield*	Ms. L. McKnight
Roll Call	Mr. J. Cronin*	Mr. M. Ondris*
	Mr. J. Keaney	Mr. P. Scopelliti*
	Ms. S. Maisch*	Mr. S. Vidal*
	Ms. A. Mascarina	Ms. A. Wilson*

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on December 19, 2023 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:02 pm and stated that adequate notice had been given in compliance with the Open Public Meetings Act by both publication of the meeting schedule in The Courier News and the Star-Ledger and on the library’s website, and the Borough of New Providence’s website.

FRIENDS REPORT:

Ms. Maisch provided an update on behalf of the Friends. They had a meeting last week to induct their new Treasurer and Secretary. They plan to give all the proceeds from the Murder Mystery to the library - \$7,000 for work pods and \$2,400 for virtual author talks. They are starting to think about a 2024 fundraising event. The 2024 craft fair date will be a few weeks later than 2023 to encourage more holiday shopping.

APPROVAL OF MINUTES:

A motion to approve the minutes of the November 21, 2023 Board meeting was made by Mr. Cronin and seconded by Mr. Vidal. The minutes of the November 21, 2023 Board meeting were approved unanimously.

COMMUNICATIONS:

Ms. Ondris read a thank you note from the Library staff.

Board Secretary – (Open):

Superintendent of School’s Designee – Jon Keaney: No report was presented.

Mayor’s Designee – Lisa McKnight: No report was presented.

DIRECTOR’S REPORT:

Ms. Maisch shared pictures of the new library layout. The last step for the layout is to close the gap in biographies but we first need an electrician to move an outlet that is near the shelving. The basement flooded this weekend; the NP DPW cleaned the water out with a shop-vac. Last night staff discovered extensive water coming through the Conti kitchen ceiling; the hot water heater in the ceiling had burst. Integrated Technology Solutions that installed the AV equipment in Conti submitted a final invoice in the amount of \$7k; we got them to agree to a 10% discount. We are officially part of MAIN now; the migration was successful. The Overdrive

conversion is more painful than everything else. We are planning a lot of patron education in February and March. Ms. Barfield suggested doing it the same day as a Friends' event to get more foot traffic.

A motion to accept the Director's Report as submitted was made by Mr. Vidal and seconded by Ms. Wilson. The Director's Report was approved unanimously.

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: There was no report presented.

Sunshine: There was no report presented.

Building & Grounds: Mr. Vidal said that he, Ms. McKnight, Mr. Ondris, and Ms. Maisch met to discuss how to plan for 2024. Mr. Vidal sent materials to the committee on how other libraries are raising funds; we are way behind. Other libraries typically spent eight to ten years just for planning. Mr. Vidal said we need a library foundation to raise funds and need to find nine to fifteen people willing to be Foundation Trustees and make seed donations. We need to figure out our story of what we want to communicate to the public. We should get more involved in PTAs and the business community even outside of New Providence. Ms. Barfield will help draft our story.

Mr. Vidal said there was a December 4th publication of the criteria for the Construction Bond Act. You need to meet one or more of four criteria; the more criteria met, the higher the chances are to receive funds. All of the \$125m has already been spent in the second round. Mr. Vidal said it is important to get the town behind us to ask for a third round. In February, Mr. Ondris, Mr. Vidal, and Ms. McKnight should talk to the Borough. Ms. Maisch said the wording in the application needs to match the list of requirements. Realistically, we need five years to raise funds and start the project. Mr. Vidal asked Ms. Maisch to find the original application that Lisa Florio prepared to see how it was written. Ms. Barfield is stepping down off the Board so we need someone else to join the Building & Grounds committee.

Finance: Mr. Cronin said income is ahead \$11k, expenses are \$114k underbudget, and net income is \$126k. Four and a half percent of our income is from sources other than 1/3 mill. Mr. Cronin asked Ms. Maisch to find out what this percentage is for other libraries. Ms. Maisch said it is difficult to find out because other towns might be receiving more than 1/3 mill from their Boroughs. Mr. Cronin said that if we don't receive the revenue from the Borough in early January, we may need to tap the CD.

Mr. Cronin presented the 2024 Budget for approval. He said the 2024 budget committee met and budgeted conservatively. Any significant jumps are reclassifications as a result of the MAIN conversion. Mr. Scopelliti said that the increase in wages/benefits is exactly the increase we are getting in 1/3 mill. Mr. Cronin said it has been a long time since we've paid the NJLA minimum standards so we are now caught up.

Mr. Ondris made a motion to approve the 2024 Budget as submitted. Mr. Vidal seconded the motion, and the motion was passed unanimously.

ACTION ON BILLS:

*Motion to approve the December 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable:
Seconded:*

*P. Scopelliti
J. Cronin*

Operating Account	\$101,519.25
Special Gifts Account	\$ 213.74
Debit Card Account	\$ 399.74
Total	\$102,132.73

Motion to pay the December 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

OLD BUSINESS:

On behalf of the Nominating Committee, Mr. Vidal presented the new Slate of Officers for 2024:

- President: Mark Ondris
- Vice-President: John Cronin
- Treasurer: Perry Scopelliti
- Secretary: Steve Vidal

The 2024 Slate of Officers as presented will be approved at the January 2024 Board of Trustees meeting. At the meeting, nominations from the floor, if any, will be considered.

NEW BUSINESS:

Ms. Maisch presented a capital plan and said it is important to put into writing that we've earmarked funds for specific purposes. Mr. Cronin asked if we'll amend this after the survey is complete and Ms. Maisch said yes. It was suggested that verbiage from the Construction Bond Act be used in the capital plan. Ms. Maisch will amend the plan before a motion is made in January to approve. Mr. Vidal said we need to get the strategic plan out into the community more than just posting on the NPML website.

Mr. Cronin thanked all involved for the ten-year anniversary party for the baseball group. There were fifteen attendees in person and two via zoom. It was a great event. Some attendees commented that the library looks great.

RESOLUTIONS:

Resolution No. 2023-16 – DESIGNATION OF 2024 DEPOSITORIES

Designates the 2024 depositories for Library funds. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
L. Barfield	x			
J. Cronin	x			
J. Keaney			x	
A. Mascarina			x	
L. McKnight			x	
M. Ondris	x			

P. Scopelliti	x			
S. Vidal	x			
A. Wilson	x			

Resolution No. 2023-17 – DESIGNATION OF 2024 OFFICIAL SOURCES FOR LEGAL NOTICES

Designates the 2024 official sources for legal notices. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
L. Barfield	x			
J. Cronin	x			
J. Keaney			x	
A. Mascarina			x	
L. McKnight			x	
M. Ondris	x			
P. Scopelliti	x			
S. Vidal	x			
A. Wilson	x			

CLOSED SESSION: There was no business requiring a closed session.

ADJOURNMENT:

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Ms. Wilson seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:14 pm.

Heather Paparo
Bookkeeper & Administrative Assistant

Mark J. Ondris
President