

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

**LIBRARY BOARD OF TRUSTEES MEETING**  
**January 23, 2024**

**AGENDA**

**Call to Order**

**Roll Call:**

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**

**Approval of Minutes** of the December 19, 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

**Action on Bills**

**Old Business**

- Approval of the 2024 Slate of Officers
- Approval of edited Capital Plan

**New Business**

- Meeting Room Policy update

**Motion to Recess to Closed Session, if necessary**

**Adjournment**

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

**January 23, 2024**

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

(\* indicates present)

---

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on January 23, 2024 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:04 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.

***PUBLIC HEARING:***

Lisa Barfield, former Trustee, was in attendance. Donna Zane, member of the Friends, was in attendance.

***FRIENDS REPORT:***

Ms. Maisch provided an update on behalf of the Friends. The Friends have given NPML proceeds from the Murder Mystery fundraiser: \$7,000 for work pods and \$2,500 for a virtual author series. The Friends have \$18,000 on hand and have discussed their 2024 budget and options such as giving more funds to NPML now or putting the funds in a capital reserve with the idea of giving it to a foundation later. Ms. Benbow is stepping down as President so they will recruit additional members.

***APPROVAL OF MINUTES:***

A motion to approve the minutes of the December 19, 2023 Board meeting was made by Mr. Cronin and seconded by Mr. Scopelliti. The minutes of the December 19, 2023 Board meeting were approved unanimously with Mr. Keaney abstaining.

***COMMUNICATIONS:***

**Board Secretary – (Open):**

**Superintendent of School’s Designee – Jon Keaney:** Mr. Keaney announced that the 100<sup>th</sup> day of school is coming up, the district held an art display in the Borough offices, the Model UN was in Hershey PA, and last night the Board approved a therapy dog program (dogs will be in the schools once a week). The school calendar for the next two years has been released, and in an easier digital format to read. Mr. Keaney thanked Ms. Maisch for coordinating ESL nights at the library.

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

## ***DIRECTOR'S REPORT:***

Ms. Maisch shared that the preliminary feedback from Dynamic Engineering is looking hopeful that we can do an expansion as planned; final feedback from NJDEP is pending. Librarians will visit the schools to provide full access library cards to teachers and personnel. One staff (Lesley Corey) and one substitute (Cameron Corey) are moving to Florida so they will be resigning. Ms. Maisch asked for a motion to post positions for Circulation Assistant at \$18.50, Substitute Circulation Assistant at \$17.90, and to re-post the substitute position that has been open at \$31.80. Mr. Vidal made a motion to post these positions on the Library's website, the Borough's website, LibraryLink and NJLA. Ms. Mascarina seconded the motion and the motion was passed unanimously. Ms. Maisch shared a few quotes from patrons: *"I am loving this MAIN thing!"* and *"I always wanted my own library card!"*

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

## ***COMMITTEE REPORTS:***

**Personnel:** Ms. Maisch shared that she and the personnel committee had discussed how to handle health insurance for former retirees now that Borough has left the State's health plan. Ms. Maisch will provide retiree #1 with the actual costs of the new plan so that retiree #1 can make a decision between the plan and medicare. Ms. Maisch will provide retiree #2 with the actual costs of the new plan which NPML would pay and then invoice retiree #2 for reimbursement. Ms. Maisch will also suggest to retiree #2 to look into medicare costs as an alternative.

**Policy:** A motion to approve the meeting room policy revision was made by Mr. Ondris and seconded by Mr. Cronin. The following policy revision was approved unanimously:

- Revise Policy # 3-1 USE OF THE LIBRARY MEETING ROOMS so that "Conditions for Use of the Meeting Rooms," item #4 be changed to:

The Conti and Coddington Rooms may be reserved on a first-come, first-served basis. Reservations include a service fee of \$100 to cover costs for staff time, cleaning, utilities, and technology use. The service fee is reduced to \$50 for organizations located in New Providence. This fee may be waived for New Providence community service groups performing or planning service projects, at the discretion of the Library Director. Additional donations by groups utilizing library space on a regular basis are always welcome and encouraged.

**Sunshine:** There was no report presented.

**Building & Grounds:** Mr. Vidal said that we need to develop a strategy on how to market our renaissance. Since our last meeting, although Ms. Barfield has left the board, she created a messaging guide video for us. The video was played for all to watch. The main takeaway is that when referring to NPML, all should refer to it as the "community's living room". Mr. Vidal said the first step for us is we need the NJ Construction Bond Act renewed and we should ask the Borough for their assistance.

**Finance:** Mr. Cronin said that the auditor will be onsite on February 7<sup>th</sup> to start the 2023 audit. He would like to distribute the draft audit report at the March meeting and approve the final audit report at the April meeting. For the 2023 year, income exceeded the budget, including \$5,424 income from fines. This is the last year we will have fine income as we are now a fine-free library. Income from the bookstore and BetterWorld Books is

\$9,500. Overall expenses are underbudget by \$129k. Net income is \$141k, but after deducting \$92k of reserve expenditures, the overall net income is \$49k.

***ACTION ON BILLS:***

*Motion to approve the final December 2023 and January 2024  
Operating Account, Special Gifts Account, and Debit Card  
Account Bills Payable:  
Seconded:*

*P. Scopelliti  
J. Cronin*

Operating Account	\$ 78,899.42
Special Gifts Account	\$ 211.67
Debit Card Account	<u>\$ 1,369.72</u>
Total	\$ 80,480.81

Motion to pay the final December 2023 and January 2024 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

***OLD BUSINESS:***

**2024 Slate of Officers:** 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

There were no nominations from the floor.

A motion by Mr. Vidal to approve the 2024 Slate of Officers as presented by the Nominating Committee was seconded by Ms. Mascarina and unanimously approved.

**Capital Plan:** There was discussion about some word choices in the revised capital plan. It was decided to leave as-is. Mr. Vidal made a motion to approve the capital plan as submitted. Mr. Cronin seconded the motion and the motion was passed unanimously

***NEW BUSINESS:*** There was no new business presented.

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

***ADJOURNMENT:***

There being no further business, Mr. Vidal made a motion to adjourn the meeting. Mr. Scopelliti seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:28 pm.

---

Heather Paparo  
Bookkeeper & Administrative Assistant

---

Mark J. Ondris  
President