

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

LIBRARY BOARD OF TRUSTEES MEETING
February 20, 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

Swearing in of new Board member Sharon Licari

Friends Report

Approval of Minutes of the January 23, 2024 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

New Business

- Motion to switch one of our Substitute Circulation Assistants to Part-time Circulation Assistant
- Motion to hire 2 new Part-time Circulation Assistants; 3 new Substitute Circulation Assistants; and 2 new Substitute Librarians

Motion to Recess to Closed Session, if necessary

Adjournment

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

February 20, 2024

Board of Trustees:	Mr. J. Cronin*	Mr. M. Ondris*
Roll Call	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 February 20, 2024 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:00 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:

Sangeeta Benbow, President of the Friends, was in attendance.

New Board member Sharon Licari took the Oath of Office and Oath of Allegiance. The Board welcomed her as a new member and introduced themselves.

FRIENDS REPORT:

Ms. Benbow announced that she is stepping down at the end of 2024 after serving as President for four years. The Friends met last week and approved their 2024 library budget including \$8,000 for library programs. The Board thanked Ms. Benbow for these funds. The Friends do have extra funds so they will research possible investments including certificates of deposit. Their prior Treasurer will prepare the Friends’ annual audit. A new art display is up showcasing five different artists. There was a love song themed concert last Sunday, during March there will be a lecture about women in rock, and during April there will be an opera. They are brainstorming ideas for a 2024 fundraiser. Their spring appeal letter will be sent out in April with the theme of The Town Library is the Community’s Living Room.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January 23, 2024 Board meeting was made by Mr. Cronin and seconded by Ms. Mascarina. The minutes of the January 23, 2024 Board meeting were approved unanimously.

COMMUNICATIONS:

Board Secretary – Steve Vidal: There was no report presented.

Superintendent of School’s Designee – Jon Keaney: Mr. Keaney announced that they celebrated the 100th day of school and Lunar New Year. They held a boys and girls inclusion basketball game with students with

special needs, there have been a lot of elementary band concerts, a brain quiz at the middle school, they are almost finished with the new superintendent search, and the teacher of the year will be announced soon.

Mayor's Designee – Lisa McKnight: Ms. McKnight reported that budget season has started. The Borough will replace NPML's roof. Nokia is moving and the property is being sold to a developer. The Mayor has attended meetings in Trenton about affordable housing; it is likely that the number of required affordable units will increase.

DIRECTOR'S REPORT:

Ms. Maisch shared that an electrician installed new outlets and there is now seating at each outlet so patrons can plug in their devices. Ms. Maisch is waiting for a quote to replace carpet in the children's room and is interviewing new cleaning service companies. We have visited three of the four NP schools so that teachers who live outside of NP can sign up for a full access library card. Ms. Maisch and Ellen Malosh met with the sustainability committee to discuss launching a seed library. Two staff (Leslie Cameron and Corey Cameron) are moving to Florida so their positions need to be filled. Ms. Maisch interviewed 12 candidates in the last month. We are waiting to hear from NP Police regarding active threat development day. Craft weekend was a success with a turnout of roughly 60 people, and the library was full during mid terms. The self-checkout kiosk has been installed. We need to upgrade to Wi-Fi 6 so speed is faster.

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: Mr. Scopelliti asked about the status of the health insurance for the former retirees. Ms. Maisch said that retiree #1 is leaving the plan so we will reimburse her quarterly for medicare. Retiree #2 is still deciding between the plan and medicare.

Policy: There was no report presented.

Sunshine: There was no report presented. Ms. Maisch asked Ms. Wilson to please plan something for Leslie and Cameron's last day.

Building & Grounds: In the coming weeks, the building committee will meet to discuss how to approach the Borough regarding their support of a construction bond request.

Finance: Mr. Cronin announced that we have received a draft audit report. The auditor was onsite on February 7th and provided a draft on February 19th. The finance committee will meet with Ms. Maisch and the auditors to discuss the draft. Mr. Cronin said it is too soon to do a thorough analysis of budget versus actual for 2024. We have prepared the 2024 budget more accurately by making a more educated assumption about the costs incurred each month rather than budgeting 1/12 of the totals.

ACTION ON BILLS:

*Motion to approve the February 2024 Operating Account
Special Gifts Account, and Debit Card Account Bills Payable:
Seconded:*

*P. Scopelliti
J. Cronin*

Operating Account	\$124,376.87
Special Gifts Account	\$ 3,671.64
Debit Card Account	<u>\$ 719.20</u>
Total	\$128,767.71

Motion to pay the February 2024 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

OLD BUSINESS: There was no old business presented.

NEW BUSINESS: Ms. Maisch asked for the following motions:
to move Tim Krick to part time Circulation Assistant at \$18.50
to hire two part time Circulation Assistants at \$18.50
to hire three substitute Circulation Assistants at \$17.90
to hire two substitute Librarians at \$31.80

A motion to move Tim Krick to part time Circulation Assistant at \$18.50 was made by Mr. Vidal, seconded by Mr. Ondris, and approved unanimously.

A motion to hire two part time Circulation Assistants at \$18.50, three substitute Circulation Assistants at \$17.90, and two substitute Librarians at \$31.80 was made by Mr. Vidal, seconded by Ms. Mascarina, and approved unanimously.

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

ADJOURNMENT:

There being no further business, Ms. Mascarina made a motion to adjourn the meeting. Ms. McKnight seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 7:59 pm.

Heather Paparo
Bookkeeper & Administrative Assistant

Mark J. Ondris
President