

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

LIBRARY BOARD OF TRUSTEES MEETING
March 19, 2024

AGENDA

Call to Order

Roll Call:

John Cronin	Lisa McKnight
Jon Keaney	Mark Ondris
Sharon Licari	Perry Scopelliti
Stacey Maisch	Stephen Vidal
Amy Mascarina	Angela Wilson

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

Friends Report

Approval of Minutes of the February 20, 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

- Capital Reserves
- Employee Policies – compensated absences
- April 25th MAIN Consortium celebration
- Surety bond
- Library roof
- Postage and shipping

Motion to Recess to Closed Session, if necessary

Adjournment

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

March 19, 2024

Board of Trustees:	Mr. J. Cronin*	Ms. L. McKnight*
Roll Call	Mr. J. Keaney	Mr. M. Ondris*
	Ms. S. Licari*	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 March 19, 2024 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:01 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:

Beth Spiegel, Vice President of the Friends, and Donna Zane, member of the Friends, were in attendance.

FRIENDS REPORT:

Ms. Spiegel reported that they gave \$8,000 to NPML for programs. They currently have \$10,000 in their bank account and will put \$5,000 into a certificate of deposit. Jim Westerhouse will prepare the 2023 audit for the Friends. They purchased two filing cabinets and office supplies. Their Spring Appeal will be going out in early April. The art display is currently a fiber show which will be followed by a high school show, then a community art show of color, pattern, and texture. The concert next week is about women in rock n’ roll. They will likely do another fundraiser in the fall and are considering different themes. She asked the Board for their opinion of a new theme versus another murder mystery. The Board suggested that the Friends should do what works best for them and if the murder mystery was well received by participants it makes sense to repeat the theme. Ms. Maisch thanked the Friends for their recent \$2,000 to cover the cost of museum passes.

APPROVAL OF MINUTES:

The February 20, 2024 Board meeting minutes should be corrected as follows: (1) the Board Secretary position is no longer open but should reflect Mr. Vidal and (2) page two has a typo of *Ms.* Scopelliti but it should read *Mr.* Scopelliti.

Provided these corrections are made, a motion to approve the minutes of the February 20, 2024 Board meeting was made by Mr. Cronin and seconded by Ms. Wilson. The minutes of the February 20, 2024 Board meeting were approved unanimously.

COMMUNICATIONS:

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

Superintendent of School's Designee – Jon Keaney: There was no report presented.

Mayor's Designee – Lisa McKnight: Ms. McKnight said the Borough is working on their budget which will likely come in under 1% or \$58 increase per household. The Community Pool bridge will be repaired after the 2024 pool season. The Westfield board of health is providing free covid vaccines. She said residents can sign up for P.A.C.T. (Police & Community Together) via a link on the Borough website.

DIRECTOR'S REPORT:

Ms. Maisch shared information from the 2023 State report including a comparative of 2022 and 2023 figures; there were huge increases (in number of books borrowed, etc) from 2022 to 2023. Mr. Cronin asked why eBooks went down from 2022 to 2023, and Ms. Maisch said we really don't know why but probably because people were at home more during covid but have since returned to borrowing books in person. Ms. Maisch showed the Board the completed State report and numerous data points.

We have been shopping for a new cleaning crew and have received several quotes. Ms. Maisch asked for a motion to hire Anago cleaners at \$20,220 per year, with a one year contract. Mr. Cronin asked that the Board be updated quarterly on how they are doing. A motion to hire Anago cleaners was made by Mr. Cronin, seconded by Ms. Wilson, and approved unanimously.

Ms. Maisch has attended several webinars about grant writing and shared that we have access to Candid (a paid source to find grants) via Somerset libraries. She already has a list of grants to tap into for the building expansion when the time is right. This week, we will upgrade to Wifi 6, the cost (\$610.12) of which should come from Technology Reserves not Computer Hardware. A motion to fund the Wifi 6 upgrade from Technology Reserves was made by Mr. Ondris, seconded by Mr. Cronin, and approved unanimously.

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

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: To be discussed under New Business.

Sunshine: Ms. Wilson announced that she brought in a cake on Leslie and Cameron Corey's last day to bid them farewell as they move to Florida.

Building & Grounds: Ms. Maisch spoke on behalf of Mr. Vidal. She said that the Borough signed off on the NJDEP application. Ms. McKnight said that a resident inquired about what is going on at the library. Ms. McKnight said the individual loves the library and spoke in favor of a renovation.

Finance: Mr. Cronin said we do not have the final audit report yet but the Finance Committee was very thorough in their review. Two notes were discussed at length: the surety bond and litigation involving the Borough. We had a call with the auditor and partner and they need to research a few things. Hopefully, we will have an updated audit report soon and can distribute in advance of April's meeting.

Mr. Scopelliti said we worked our way through the numbers but discussed several notes including compensated absences. Ms. Maisch said that we are covered through the Borough's JIF insurance but JIF doesn't parse out what coverage pertains to Borough employees, versus library, police, etc.

Mr. Cronin said that the CD matures in April and we will look at the rates. Our revenue is \$1k ahead of budget, expenses have a \$19k favorable variance, for an overall \$20k favorable variance.

Mr. Scopelliti said that the March bills include consortium migration costs of \$25k to MAIN and \$5k to Library Corporation. We were mistakenly informed by Union County that they would pay the costs directly, but instead we received the \$30k grant from Union County and paid the costs ourselves with the grant funds.

ACTION ON BILLS:

*Motion to approve the March 2024 Operating Account
Special Gifts Account, and Debit Card Account Bills Payable: P. Scopelliti
Seconded: J. Cronin*

Operating Account	\$ 89,249.55
Special Gifts Account	\$ 31,789.76
Debit Card Account	\$ 399.72
Total	\$121,439.03

Motion to pay the March 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:

Capital Reserves: Mr. Scopelliti said that we discussed the excess fund calculation with the auditors. This calculation is performed to determine if the library is holding any funds that may have to be returned to the Borough. The calculation resulted in a \$0 figure but we wanted to understand how it is calculated, what funds are included, and if there is a way to protect funds for a renovation. Technology reserves and building & grounds reserves are outside the scope of the calculation, but legal reserves are within the calculation. We will table the discussion of the amount to put into reserves to our next meeting, but our recommendation is to move \$200k (of \$329k possible total) to reserves.

Employee Policies & Compensated Absences: The audit report refers to this policy as Compensated Absences. The terminal leave section in the employee policies is intended for retirees and we propose leaving this language as-is. There was discussion as to whether this is a lump sum payment or a pay check every two weeks. Mr. Cronin wants to remove a semi colon so that the \$12k cap applies to the entire sentence and not just the second half of the sentence. The \$12k should be a maximum of both conditions. Mr. Cronin said that Ms. Maisch should tell future retirees that they should not request pension benefits until they are fully paid out by the library. There was discussion of wording to revise. Mr. Cronin said to come back next month with a revised version to approve in April.

On page 11 of the employee policies, item #3 has contradictory language. The last sentence should be clarified that if an employee is fired, then we do not pay. Because we need to grandfather current employees, we should calculate each employees' maximum current cap. Mr. Cronin said we should include this in our December meeting agenda. Mr. Ondris asked if staff get paid for accrued/unused vacation time. Mr. Ondris said we should allow unused vacation to be carried over and used by March 31st of the following year and staff should be paid for accrued/unused vacation when they leave either voluntarily or involuntarily. Wording is already in

our policies that accrued/unused vacation will be paid upon resignation. Mr. Scopelliti said we should ask the Borough how staff are paid upon resignation. Mr. Ondris said we should take the next month to figure out how it should be done so we do it correctly. Ms. Maisch will inquire with the Borough.

April 25th MAIN Consortium celebration: On April 25th, MAIN is coming to officially welcome NPML to the consortium. Ms. Maisch has invited Borough Council, the Mayor, the press, and the Union County Commissioner. She said this is a good opportunity to thank Union County for their grant.

Surety Bond: Discussed under Finance Committee Report.

Library Roof: Ms. Maisch said that Mr. Ondris signed a letter thanking the Borough for facilitating and funding the new roof for NPML. A motion to accept the letter was made by Mr. Cronin, seconded by Ms. Wilson, and approved unanimously. A copy of the letter will be included in the minutes of the March 19, 2024 Board meeting.

Postage & Shipping: Mr. Scopelliti said that we include all shipping costs within postage but suggested we should reallocate the funds we budgeted for postage to the actual expense item. Ms. Maisch said that for book purchases we are at the mercy of Baker & Talor to ship and our librarians don't know what the shipping costs will be and they stick to their budget for books only not shipping. Furthermore, the Baker & Taylor invoice does not separate shipping costs for adult, teen, or children books. For these reasons, Ms. Maisch thinks it is beneficial to keep shipping costs separate from book costs. Mr. Cronin suggested that postage include actual postage and Baker & Taylor shipping, but other shipping should go to the costs of the items like furniture, library supplies, etc. It was agreed that this will be the procedure for 2024.

CLOSED SESSION:

There was no business requiring a closed session.

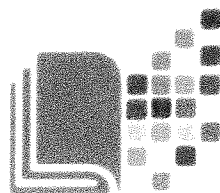
ADJOURNMENT:

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Ms. McKnight seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:20 pm.

Heather Paparo
Bookkeeper & Administrative Assistant

Mark J. Ondris
President

Received 3/22/24



**new providence
memorial library**

**Library Board of
Trustees**

Mark Ondris
President

John Cronin
Vice-President

Perry Scopelliti
Treasurer

Stephen Vidal
Secretary

Jon Keaney
Board of Education Liaison

Lisa McKnight
Mayor's Liaison

Sharon Licari

Amy Mascarina

Angela Wilson

Library Director
Stacey Maisch

March 12, 2024

New Roof for Library:

The Board of Trustees of the New Providence Memorial Library thanks the Borough of New Providence for providing capital funding to replace the library building's roof in 2024.

The Library Trustees acknowledge that the building requires a full roof replacement and approves the Borough taking whatever steps necessary toward this replacement.

Thank you to the Borough and Borough Council members for facilitating and funding this project.

Signed,

A handwritten signature in cursive script that reads "Mark Ondris".

Mark Ondris, Board of Trustees President

A handwritten signature in cursive script that reads "Stacey Maisch".

Stacey Maisch, Library Director

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www.newprovidencelibrary.org