

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

**LIBRARY BOARD OF TRUSTEES MEETING**  
**March 21, 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**

**Public Presentation to or Discussion with the Board**

- Philip Berg Executive Director MAIN Library Alliance

**Friends Report**

**Approval of Minutes** of the February 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

**Action on Bills**

**Old Business**

- Consortium update

**New Business**

- Motion to hire a Part-Time Marketing & PR Coordinator
- Resolution 2023-3 (Consortium)
- Staff development day either April 26, 2023 or May 3, 2023

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

**Adjournment**

# New Providence Memorial Library BOARD OF TRUSTEES MEETING

March 21, 2023

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

(\* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on March 21, 2023 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:31 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:***

Phillip Berg, Executive Director of Main Library Alliance, Sangeeta Benbow, President of the Friends, and Len Favreau, the prior Bookkeeper & Administrative Assistant, were in attendance.

Ms. Maisch reported that although Mr. Berg presented in the past, it would be beneficial for him to do another presentation from the patron's perspective and also because Ms. Barfield and Ms. Wilson did not hear the original presentation. Ms. Maisch distributed a cost analysis and Mr. Berg distributed a slide show.

Main currently has 37 libraries across 49 buildings. Morris and Hunterdon are the newest members. NPML would be the first member from Union County. The closest members are Chatham, Long Hill, Madison, Florham Park, East Hanover, Morristown, and Harding.

Patrons will have access to everything in the catalog (3 million items) and they can walk into any member library to borrow. Our patrons get priority for our materials. Patrons can search online and with a mobile app. Material deliveries will increase from 2 times per week to 4-5 times per week. Delivery service is state-run, similar to ILL, but there will be less wait time for materials.

Patrons can register for a library card and get a barcode immediately with no wait. Ms. Maisch said this a benefit as patrons need to currently wait a few days to get a library card.

Main hopes to get one or two large New York newspapers on e-newspaper platform in 2024. Ms. Maisch clarified that NPML will continue to receive a hard copy but having access to an e-newspaper would be a great benefit because the e-newspaper is currently cost prohibitive to NPML.

There was discussion of branding. NPML will have its same identity and autonomy. We will be able to offer more materials with more speedy delivery.

Mr. Cronin asked if member libraries coordinate to strategically and efficiently purchase books. Mr. Berg answered yes by running reports to evaluate holds across all libraries.

Mr. Berg said NPML can get ideas from other libraries to share resources like Shared Poster Printer or Omni chargers. There are indirect services for staff that ultimately benefit patrons such as computers, networks, and printers. Ms. Maisch indicated that getting access to IT support is a huge benefit. The hardware will be delivered to Main and Main staff will come to NPML to install and set up.

Mr. Ondris asked about the level of tech support provided by Main. Mr. Berg answered the Main staff will be onsite for one or two weeks to do an audit to determine what is needed. They support hardware for six years. Hardware is typically outdated and new hardware is required every six years.

Ms. Barfield asked how do we provide patrons with adequate tech support. Mr. Berg answered that Main will train NPML staff so that we can properly train patrons, and it is important to market properly. Ms. Maisch added we recently hired Nick and he is looking into Canva Pro. Ms. Barfield and Ms. Mascarina both agreed that Canva Pro is good.

Mr. Cronin asked how seamless the switch is for patrons. Mr. Berg answered it is important to manage expectations and typically the switch is done in one to one and half days. Other libraries will be offline during the upload of NPML. Main has seven full time, two part time, and two substitute employees.

Mr. Keaney, a Randolph resident and patron of the Randolph library (a Main member library), asked about the success of one town joining Main versus another. Mr. Berg answered that for all towns it takes time for staff and patrons to get over the learning curve, but all towns will succeed.

There was more discussion of training. There is a test server that staff can access. The entire conversion takes approximately 6 months from the time of a board decision. Hunterdon County has 10 branches and it took less than 6 months. Ms. Maisch stated NPML is part of MUF and she is meeting with other libraries to learn from their experiences. She confirmed NPML will still be part of MUF so there is no impact to those relationships.

There was discussion of costs. The initial cost to join Main is \$18,000. The annual expenditure will be roughly \$6,000 more than our current expenditures (this cost is calculated based on library size and while our annual cost is lower than larger libraries, we gain the same resources). Mr. Cronin stated the purpose of joining Main is to provide patrons with better services, not to reduce costs. Ms. Maisch said NPML firewall cost will drop from \$6,900/year to \$3,400/year because of group savings. A new firewall is required to be installed and GIG speed will improve. Ms. Maisch said NPML currently pays \$100-\$200 per program for author talks, but that cost will drop to \$20-\$50 per program. Mr. Scopeletti asked about Main's cost increases. Mr. Berg said the increase is typically 0-2% per year and last year was 1.8%.

Mr. Berg finished his presentation, the board thanked him, and he left the meeting.

Mr. Ondris asked if the board was prepared to vote tonight. Ms. McKnight stated that if the director and staff are in favor of Main, then she is confident the patrons will be too. There was discussion of the start date for converting to Main, and it tentatively would be September 2023. Mr. Cronin asked Ms. Maisch to include a status update in the all monthly Director's reports going forward.

## **RESOLUTIONS:**

### **Resolution No. 2023-3 – JOINING MAIN LIBRARY ALLIANCE CONSORTIUM**

Resolution No. 2023-3 to join Main Library Alliance Consortium was approved as follows:

#### **RECORD OF BOARD VOTE**

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
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			

## ***FRIENDS REPORT:***

Ms. Benbow said Friends have received \$4,000 in donations and gave \$8,000 to NPML.

Their significant costs were two concerts and an increase in insurance premiums resulting in a drop of cash reserves from \$15,000 to \$7,500.

Ms. Benbow hopes they receive more donations via their spring appeal which will be sent out in April 2023. Beth drafted a letter which Ms. Maish will review and Marisa will approve. The final version will be sent to some residents electronically with a clickable link for donations via PayPal. It will be sent to other residents via regular mail with instructions if a recipient prefers to “go paperless.”

The last concert had 59 attendees. The next and last concert of the spring is Concord Singers on April 23<sup>rd</sup> at 3pm in the Conti room.

They have two personnel changes: Kathy Martin is taking on the role of music coordinator and Joanne Brenckle will take on role of Treasurer because Alex is leaving.

The art show will come down in April.

## ***APPROVAL OF MINUTES:***

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

## ***COMMUNICATIONS:***

**Board Secretary – (Open):**

**Superintendent of School's Designee – Jon Keaney:** Mr. Keaney said that the following four teachers received The Teacher of the Year awards: High School Teacher Kristina Berrios, Middle School Teacher Rebecca DeCelestino, Allen W. Roberts School Teacher Sandra Natale and Salt Brook School Teacher Amy Kautzmann.

The high school play, “Nice Work If You Can Get It” had 5 showings in March and was a great success.

In athletics, we won the ice hockey championship and girls basketball won the county and group two championship.

An Equity Landscape survey was distributed.

**Mayor's Designee – Lisa McKnight:** Ms. McKnight reported that the Borough budget is near completion and expected to be finalized March 28<sup>th</sup>. There was a 28% increase in pensions/benefits and \$300,000 increase in recycling costs.

The Borough received seed grant money for a new Mental Health Advisory committee. May is mental health awareness month and September is suicide prevention month.

Dan Henn presented pedestrian safety to the council. The Borough is a leader in pedestrian safety and has spent a lot on cross walks, flashing signs, speed humps, and reduced speed limits. Summit has asked where the Borough purchased the cross walk flags (the Borough made them).

There was discussion of salary increases. The NPML increase was 2.75% compared to 1.9% for the Borough. The Borough increase is dictated by the State, whereas, the NPML increase should follow NJLA. The NJLA increase was 4%. In previous years, we kept salary increases in line with Borough increases (so not to upset Borough employees), but that resulted in our wages being consistently under NJLA averages. There was discussion that libraries pay more than municipalities because of the degrees required for librarians. Mr. Ondris and Ms. Maisch stated going forward NPML increases must follow NJLA standards so that we do not continue to fall under average and lose staff to other higher paying libraries. There was discussion of finding out wages of comparable libraries.

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

Ms. Maisch announced the State report has been completed. A graphic of the report will be uploaded to the NPML website. The report is 19 pages and this year had several new questions and fields. By joining Main, the State report will be easier to prepare.

Ms. Maisch shared that our story reader, Miss Debbie, went VIRAL in February with hundreds of thousands of hits throughout the world with a huge increase in our library's YouTube channel subscribers. Ms. Maisch overheard a child in the library say, “*Mommy, mommy, that's Miss Debbie!!*”.

Mr. Cronin asked why there are only 4,719 card holders when there used to be 12,000 card holders. Ms. Maisch said inactive members (with five years of inactivity) were culled in Q4 2023. The drop was explained in the State report. Ms. Maisch plans to do outreach to increase membership.

Ms. Mascarina made a motion to accept the Director's Report as submitted. Mr. Cronin seconded the motion and the motion was passed unanimously.

## **COMMITTEE REPORTS:**

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

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

**Sunshine:** There was no report presented. Ms. Wilson asked to meet NPML staff. She will contact Ms. Maisch to set up a meet and greet.

**Building & Grounds:** Ms. Barfield reported that she and Mr. Vidal met with NPML staff on March 15<sup>th</sup> to brainstorm on ideas to improve the functionality of NPML. She enjoyed meeting everyone and appreciated their mindfulness and reasonable requests. Ms. McKnight confirmed that the equipment for the Coddington room has been ordered.

**Finance:** Mr. Cronin reviewed the Budget vs. Actual report for February. Income is \$1,600 overbudget. Since the operating balance is \$167,000, he asked Mr. Scopelliti to research rates for another Certificate of Deposit at Haven Savings in the amount of \$100,000.

There was discussion of increasing the building reserve. Ms. Maisch stated a written capital plan is needed in order to increase reserves. Mr. Ondris stated he wants NPML to purchase significantly better computers with bigger screens.

## **ACTION ON BILLS:**

*Motion to approve the March 2023 Operating Account*

*Bills Payable and the Special Gifts Account Bills Payable: P. Scopelliti*

*Seconded:*

*M. Ondris*

Operating Account	\$ 81,236.34
Special Gifts Account	<u>\$ 756.49</u>
Total	\$ 81,992.83

Motion to pay the March 2023 Operating Account and Special Gifts Account Bills Payable was unanimously approved.

## **OLD BUSINESS:**

There was discussion of Integrated Tech. The final payment has still not been made. Matt spoke to Integrated Tech to get Wi-Fi working. Integrated Tech has not yet solved the Apple and Bluetooth issues.

There was discussion of the procurement card. Nicole Donadio, our auditor, will confirm with her manager that our debit card is acceptable.

## **NEW BUSINESS:**

*Motion to hire Nick Pazinko as a Part-time Marketing & PR Coordinator  
at the rate of \$23.00 per hour:*

*J. Cronini*

*Seconded:*

*A. Mascarini*

The motion to hire Nick Pazinko as Part-time Marketing & PR Coordinator starting at the rate of pay of \$23.00 per hour was unanimously approved.

Ms. Maisch said the last staff development date was pre-Covid. She wants to hold a staff development day to visit other libraries for inspiration and ideas for building renovations and consortium. In the morning, the staff will break into groups with specific objectives and visit libraries. In the afternoon, the staff will return to NPML to share ideas. There was discussion if NPML should not close but rather stay open with skeleton staff, however, it was agreed that there have never been complaints in the past when the library was closed, but there could be complaints if the skeleton staff is not able to adequately support patrons. The closing needs to be advertised well in advance. Mr. Cronin preferred May 3<sup>rd</sup> over April 26<sup>th</sup> so that there is more time to advertise.

*Motion to close NPML on May 3<sup>rd</sup> for purposes  
of staff development day:  
Seconded:*

*J. Cronin  
A. Mascarini*

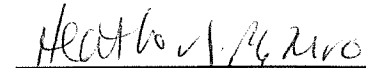
The motion to close NPML on May 3<sup>rd</sup> for purposes of a staff development day was unanimously approved.

Mr. Ondris thanked Len Favreau for his years of service and for training his replacement Heather Paparo.


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

**ADJOURNMENT:**

There being no further business, Mr. Ondris made a motion to adjourn the meeting. Mr. Cronin seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 9:49 pm.

  
Heather Paparo

Bookkeeper & Administrative Assistant

  
Mark Ondris  
President