

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

**LIBRARY BOARD OF TRUSTEES MEETING
February 21, 2023**

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

Public Presentation to or Discussion with the Board

- Sophia Xenaxis, Library of Things

Friends Report

Approval of Minutes of the January 17, 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

New Business

- Update on Trustee Training
- Motion to hire an Administrative Asst./Bookkeeper

Motion to Recess to Closed Session, if necessary

Adjournment

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

February 21, 2023

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

(* indicates present)

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

President Mark Ondris called the meeting to order at 7:43 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, Sophia Xenakis and her mother, Allison were in attendance.

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

Sophia Xenakis presented an update of her project “The Library of Things”. Since December she has visited the Madison Public Library and the Summit Public Library to learn how each library presents and circulates the items in their collections. Madison has a large collection with a large amount of space in the library to display it. Summit has a large collection that is stored outside of the library (due to lack of space) with CD cases in the library displaying each item in the collection. Items at both libraries were said to circulate frequently. Patron feedback at each library was very positive.

There was discussion regarding the current lack of space in the library since the basement cannot be used for storage due to flooding potential. It was thought that maybe the recreation department might have sufficient storage space to hold the collection. There was also discussion about the need for additional staff hours to process requests.

FRIENDS REPORT:

Ms. Benbow reported that she met with the new director, Ms. Maisch, on February 13th. The Friends will provide \$8000 for programming and another \$8000 for Museum Passes and movie licenses in 2023.

The current art exhibit will be up until the end of the month. The next exhibit will feature city themes.

The recent Andy and Judy folk concert was well attended. The March concert will be Cat Moon Daddy on March 19.

The Spring appeal will feature the new Director as well as the new Strategic Plan. The idea of booking a murder mystery is moving forward, while mini golf in the stacks has fallen out of favor.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January 17, 2023 Board meeting was made by Mr. Cronin and seconded by Mr. Keaney. The minutes of the January 17, 2023 Board meeting were approved unanimously with Mr. Vidal and Ms. Barfield abstaining.

COMMUNICATIONS:

Board Secretary – (Open): Ms. Maisch reminded the Board members of the existence of the Board’s Google Drive where documents are stored for easy access by the Trustees. Mr. Ondris noted that there was a communication from a patron with concerns about the long wait times for some items. Ms. Maisch said that joining a consortium would help reduce wait times.

Superintendent of School’s Designee – Jon Keaney: Mr. Keaney said that due to the lack of snow this winter, the district may be able to give back days which will happen around the Memorial Day weekend.

Read Across America will start next week. The Teacher of the Year will be announced soon. The high school play, “Nice Work If You Can Get It” will be presented in March.

In athletics, the High School girls basketball team won the Union County championship and will be competing in the state tournament.

A new math program will be rolled out next year and, for the first time, registration for full day kindergarten will be starting soon.

A parent wellness consortium with nearby towns will be focusing on topics such as body image and social media influence.

Mayor’s Designee – Lisa McKnight: Ms. McKnight reported that the Borough will be offering QPR (question, persuade, refer) Training via ZOOM. This is a suicide prevention program geared toward adults who work with children.

The CSA pasta dinner and raffle will occur on March 26th at the De Corso Center. This is their biggest fundraiser of the year.

DIRECTOR’S REPORT:

Ms. Maisch gave an update on the Coddington Room HVAC situation. The council will make a recommendation to purchase the first unit at the next council meeting.

The Lunar New Year festival was very well attended with an overflow crowd. While it was a success, the library was very much over crowded. Due to the size of the crowd, the library will not be able to sponsor the festival next year. A larger venue may be more appropriate.

A collaboration with the recreation center has just started. A “Mommy and Me Playgroup” will start at the rec center. Then, there will be a story-time at the library.

Personnel changes include Kathy Petsinis (adult book group) leaving for a new job, Rachel Wood leaving the circulation desk and covering the reference desk now that she has received her Master's degree, Emma Grant becoming the new Teen Librarian and Heather Paparo replacing Len Favreau as the Administrative Assistant and Bookkeeper. An offer will be made this week to a candidate to become the PR Coordinator.

There was some discussion about the type of tech support that would be provided if the library joined a consortium, particularly MAIN.

Ms. McKnight made a motion to accept the Director's Report as submitted. Ms. Barfield 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.

Building & Grounds: Mr. Vidal reported that he has been working on issues related to the Strategic Plan particularly related to grant opportunities related to building improvements. However, in order to obtain a grant a plan needs to be in place. Mr. Vidal will be meeting with the library staff for a brainstorming session to determine what the staff thinks the immediate needs are. Mr. Vidal noted that during the Strategic Plan meetings, the staff had many interesting ideas related to improving the functionality of the building. Ms. Barfield will join Mr. Vidal and meet with the staff on March 15th. Ms. Maisch said that the Strategic Plan consultants also work with library design experts who may be of use in this project.

Mr. Vidal suggested that involving community stakeholders and influencers in town who would take ownership of the library's improvement project would be necessary.

There was discussion regarding what type of financing would be available from the municipal government.

Finance: Mr. Cronin reported that the audit will begin on Wednesday, March 1. He hopes that a report will be ready by the April Trustee meeting. Ms. Maisch will speak with the auditor about whether the library can obtain a procurement card to replace the debit card which is not in compliance with state law.

Mr. Cronin reviewed the Budget vs. Actual report for January and noted that income and expenses are within expected amounts for this time a year.

ACTION ON BILLS:

*Motion to approve the February 2023 Operating Account
Bills Payable and the Special Gifts Account Bills Payable: J. Cronin
Seconded: M. Ondris*

Operating Account	\$ 74,306.94
Special Gifts Account	\$ <u>1,408.19</u>
Total	\$ 75,715.13

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

OLD BUSINESS:

Ms. McKnight asked about the status of the sign for the front of the library. Ms. Maisch answered that the sign needs to conform to Borough standards but that no standards currently exist. Ms. Maisch will follow up with Keith Lynch.

NEW BUSINESS:

Ms. Maisch said that she has emailed links to the Trustees for Trustee Training and placed some documents in the Trustee's Google Drive. It is necessary to have 7 hours of cumulative training every year.

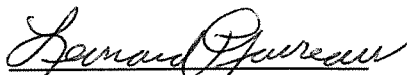
Motion to hire Heather Paparo as a Part-time Administrative Assistant/Bookkeeper starting at the rate of pay of \$28.00 per hour: M. Ondris
Seconded: S. Vidal


The motion to hire Heather Paparo as a Part-time Administrative Assistant/Bookkeeper starting at the rate of pay of \$28.00 per hour was unanimously approved.

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. Cronin seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 9:08 pm.


Léonard Favreat
Secretary to the Board


Mark Ondris
President