

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

LIBRARY BOARD OF TRUSTEES MEETING
January 17, 2023

AGENDA

Call to Order

Roll Call:

John Cronin
Jon Keaney
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

Friends Report

Approval of Minutes of the December 20, 2022 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
• Update on Coddington Room HVAC	
Finance:	Perry Scopelliti

Action on Bills

Old Business

New Business

- Approval of the Slate of New Officers for 2023
- Resolution 2023 – 1 Resolution for approval of new Director
- Resolution 2023 – 2 Resolution for Authorization for Bank Signatories

Motion to Recess to Closed Session, if necessary

Adjournment

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

January 17, 2023

**Board of Trustees:
Roll Call**

Mr. J. Cronin*
Mr. J. Keaney
Ms. A. Mascarina*
Ms. L. McKnight*

Mr. M. Ondris*
Mr. P. Scopelliti*
Mr. Stephen Vidal
Ms. Angela Wilson*

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on January 17, 2023 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:33 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, Interim Director Ellen Malosh, Library Director-elect Stacey Maisch and Mayor Al Morgan were in attendance.

FRIENDS REPORT:

Ms. Benbow reported that the Friends had its first meeting of the year on January 10th. Two of the four new officers were formally installed: Kathy Martin (Music) and Joanne Brenckle (At-Large-Member). Joel Francisco and Kathryn Biber will be installed at a later date. Mr. Klapwald, Ms. Spiegel and Ms. Benbow will remain as Treasurer, Vice-President and President, respectively, for 2023.

Ms. Benbow stated that the plaque thanking the Friends for the renovations in the Conti Room is ready. There will be a photo op before it is installed.

The Treasurer presented the end of year report at the January meeting as well as a proposed budget. There will be a \$2000 increase for programming in 2023. There will also be small increases in other areas such as Museum Passes, movie licenses and concerts. The end of year bank balance was about \$12,700 and it is expected that at the end of 2023 the balance will about \$9600. Work has already started on the Spring Appeal.

The current art in the Conti Room will be taken down at the end of January and replaced by works from two artists at the beginning of February. The glass cabinet will have knitted items from a local artisan.

Upcoming concerts include the High School Jazz Choir this Sunday, the Chinese American Choir and a folk duo in February, a soft rock group in March and the Concord Singers in April.

Donna Zane will be writing a series of articles on social media about "Friends of the Friends". These will be short interviews with different members of the Friends, and possibly the library staff.

This year, the Friends will use the space normally allocated to the library in the Borough's 1st quarter newsletter.

With regard to the new Strategic Plan, the Friends will continue to support the library at the level that they are capable of doing based on limitations such as number of members and time constraints.

Kathy Biber, Joanne Brenckle, Beth Spiegel and Ms. Benbow met to discuss ideas for fundraisers and engaging a company for a Murder Mystery topped the list. Mini golf in the library stacks was also mentioned. Selling bricks for the walkway was also a possibility but the profit per brick is not large. Selling tote bags was also discussed.

Finally, Ms. Benbow will meet with the new director, Ms. Maisch, on February 13th.

APPROVAL OF MINUTES:

A motion to approve the minutes of the December 20, 2022 Board meeting was made by Mr. Scopelliti and seconded by Mr. Cronin. The minutes of the December 20, 2022 Board meeting were approved unanimously.

COMMUNICATIONS:

Board Secretary – (Open): There was no report presented.

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

Mayor's Designee – Lisa McKnight: Ms. McKnight reported that newly elected Councilman Alex Kogan was sworn in at the Reorganization meeting on January 4th.

Mayor Morgan noted that the construction project on the former Bard land should increase ratables resulting in an increase in the library's appropriation. And, Lantern Hill may be starting a new project soon as well. The Mayor welcomed Ms. Maisch as the new director. The Mayor then stated that although the library is autonomous, Ms. Maisch should always be aware that the municipal government is there to help the library.

The Mayor also reported that the HVAC units on the roof of the Coddington Room will be replaced individually over the next few months.

DIRECTOR'S REPORT:

Interim Director Ellen Malosh thanked the Board for being appointed to the Search Committee.

Ms. Malosh reported that program attendance in person more than triple over last year. Additionally, circulation of actual items has increased by ~150% over last year. There is a new picture book display in the alcove where the fish tank used to be. It is set up to look like a book store.

A cybersecurity company (Sharp) gave the library a free assessment. They will write up a proposal listing what they feel is necessary to insure the library's cybersecurity.

Mr. Scopelliti asked if the technology upgrade in the Conti Room has been completed and Ms. Maisch replied that a few issues are still unresolved. The final payment will be made upon resolution of those issues.

Mr. Scopelliti made a motion to accept the Director's Report as submitted. Mrs. Wilson 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: There was no report presented.

Finance: Mr. Cronin reported that preparation for the 2022 audit is underway and hopefully the final report will be ready for review at the April Board of Trustees meeting.

Mr. Cronin highlighted the budget variances for 2022, both positive and negative. Most accounting lines ended the year at or near the budgeted amounts. Interest payments, fines and book store income all generated income above the expected amount in the budget. Much of the interest income came from the money deposited in a CD at a higher interest rate. There is a net surplus of about \$117,000. The final amount will be determined during the audit. Surplus funds will then be transferred to the three reserve accounts.

There was discussion regarding modernizing the library at some point in the next few years. Some topics included determining what preliminary steps are needed to be taken even before construction can be considered. Ms. Maisch pointed out that ReThinking Libraries, the company that worked with the library to create the current Strategic Plan, has library designers who can provide recommendations to libraries to improve the facility. These recommendations can be taken to the borough building and engineering department to determine if any of the recommendations are actually feasible.

ACTION ON BILLS:

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*Motion to approve the final December 2022 Operating Account Bills Payable, the January 2023 Operating Account and Special Gifts Account Bills Payable:
Seconded:*

*P. Scopelliti
J. Cronin*

Operating Account (2022)	\$ 66,536.24
Operating Account (2023)	\$ 32,653.49
Special Gifts Account	\$ <u>276.98</u>
Total	\$ 99,466.71

Motion to pay the final December 2022 Operating Account Bills Payable, the January 2023 Operating Account and Special Gifts Account Bills Payable was unanimously approved.

There was no review of debit card transactions in December since the bank statement had not yet been received in the mail.

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.

Mr. Ondris noted that the library needs to continue discussions about joining a consortium. Ms. Maisch suggested deferring to the discussion to march to allow her time to prepare.

Mr. Ondris will have Sophia Xenakis return next month to update the library on her project “Library of Things”.

NEW BUSINESS:

Mr. Ondris presented the new Slate of Officers for 2023.

President:	Mark Ondris
Vice-President:	John Cronin
Treasurer:	Perry Scopelliti
Secretary:	(Open)

There were no nominations from the floor.

A motion by Mr. Ondris to approve the 2023 Slate of Officers as presented by the Nominating Committee was seconded by Mr. Cronin and unanimously approved.

Hopefully, the new Trustee will agree to be the Secretary after he/she takes office later this year.

RESOLUTIONS:

Resolution No. 2023-1 –APPOINTMENT OF LIBRARY DIRECTOR

Resolution No. 2022-11 – Appointing Stacey Maisch, Library Director, to be effective January 18, 2023.

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
J. Cronin	x			
J. Keaney			x	
A. Mascarina	x			
L. McKnight	x			
M. Ondris	x			
P. Scopelliti	x			
S. Vidal			x	
A. Wilson	x			

Mr. Ondris suggested that there be some type of reception for the new Director. Ms. Maisch will set up something at the same time as Makers Day weekend which is March 24-26.

Resolution No. 2023-2 – BANK SIGNATORIES AUTHORIZATION

Resolution No. 2023-2 – authorizing the New Providence Memorial Library Director, The President of the Board of Trustees, the Treasurer of the Board of Trustees and the Board of Trustees Finance Committee Chairperson to act as signatories to the depositories that hold the Library’s Operating and Special Gift funds.


RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
J. Cronin	x			
J. Keaney			x	
A. Mascarina	x			
L. McKnight	x			
M. Ondris	x			
P. Scopelliti	x			
S. Vidal			x	
A. Wilson	x			


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

ADJOURNMENT:

There being no further business, Mr. Scopelliti made a motion to adjourn the meeting. Mr. Cronin seconded the motion. The motion was passed unanimously and the meeting was adjourned at 8:38 pm.



Leonard Favreau
Secretary to the Board



Mark Ondris
President