

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

LIBRARY BOARD OF TRUSTEES MEETING
September 19, 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

Friends Report

Approval of Minutes of the June 20, 2023 and August 22, 2023 meetings

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

- Thirdway / Engberg building design presentation
- Resolution 2023-9 (united against book bans)
- Proposed amendment to bylaws so that certain expenditures will require Board approval via resolution
- Resolution 2023-10 (Thirdway Inc. & Engberg Anderson Inc.)

New Business

- Memo to the Borough regarding wetlands survey cost
- 9/21 6:00 pm Union County Commissioners meeting
- Resolution 2023-11 (reserve for MAIN migration with funds from Union County Grant)
- 10/25 6:30 pm LUCC dinner
- Establish committees to examine library policies and bylaws

Motion to Recess to Closed Session to discuss Director's salary

Adjournment

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

September 19, 2023

Board of Trustees:	Ms. L. Barfield*	Ms. L. McKnight
Roll Call	Mr. J. Cronin*	Mr. M. Ondris*
	Mr. J. Keaney*	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 September 19, 2023 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:

Beth Spiegel and Donna Zane, members of the Friends, were in attendance.

Mr. David Vinjamuri of Thirdway Inc. was in attendance, and Mr. Joe Huberty of Engberg Anderson Inc. was in attendance via Zoom. They will provide an update on the building renovation.

FRIENDS REPORT:

Ms. Beth Spiegel said that the Friends held a community art show of photography. Music concerts begin in October and they have been scheduled through November 2024. The 17th annual craft fair is being held October 7th. The Murder Mystery fundraiser is planned for November 4th. So far, they have sold 32 tickets and have 18 remaining. The cost is \$150 per ticket. The Friends will give an update on ticket sales at the October 17th meeting, and then if any tickets are left the Board is welcome to purchase. If no tickets are left, the Board can still make an appearance at the event to welcome the public.

APPROVAL OF MINUTES:

A motion to approve the minutes of the June 20, 2023 Board meeting was made by Mr. Vidal and seconded by Mr. Cronin. The minutes of the June 20, 2023 Board meeting were approved unanimously.

A motion to approve the minutes of the August 20, 2023 Board meeting was made by Mr. Cronin and seconded by Ms. Wilson. The minutes of the August 20, 2023 Board meeting were approved unanimously with Mr. Vidal and Mr. Keaney abstaining.

COMMUNICATIONS:

Board Secretary – (Open):

Superintendent of School's Designee – Jon Keaney: Mr. Keaney announced that school started. There are 22 new teachers. They had two staff days to introduce new technology and new furniture. School started for a half day and then continued for three more half days due to broken air conditioning. The kindergarten teachers thought the half days were beneficial to help students transition into full day kindergarten. There is a lot happening: new furniture, back to school nights, new math program, and 45 new curricular being introduced.

At 8:25 pm Mr. Keaney excused himself and left the meeting for another commitment.

Mayor's Designee – Lisa McKnight: There was no report presented.

DIRECTOR'S REPORT:

Ms. Maisch said that Mr. Keaney helped to share the quarterly update with teachers to let them know the library is here for them, and Ms. McKnight is helping us identify needs from local businesses. In the past four weeks all NPML staff have pitched in on the following: weeding 14,000 books, converting patron chairs into swivel chairs, creating a marketplace display from two tables, repurposing metal shelves, implementing the rule of three, and doing inventory by scanning every single item. The book *Gender Queer* has been taken again. Through the MAIN Consortium, we are getting the following new computers: four for patrons, six for staff, and three laptops. Patrons have a new color printer so staff no longer need to physically handle patron print jobs.

Mr. Ondris made a motion to reflect all new hires from 2023 thus far to ensure accuracy of record-keeping:

Emma Grant, new Teen Librarian	Change Date: Jan 18, 2023	@ \$31.19/hr
Rachel Wood, new PT Ref Librarian	Change Date: Jan 18, 2023	@ \$31.19/hr
Heather Paparo, new Bookkeeper & Admin Asst	Start Date: Feb 13, 2023	@ \$28.00/hr
Nick Pazinko, new PR Coordinator	Start Date: Mar 1, 2023	@ \$23.00/hr
Urmi Ghosh, new Sub Circ Asst	Start Date: May 30, 2023	@ \$17.47/hr
Patty Staunton, new Sub Circ Asst	Start Date: May 31, 2023	@ \$17.47/hr
Sydney McCormack, new Sub Circ Asst	Start Date: May 31, 2023	@ \$17.47/hr
Tim Krick, new Sub Circ Asst	Start Date: June 1, 2023	@ \$17.47/hr
Amy Popp, new Sub Librarian	Start Date: June 3, 2023	@ \$31.19/hr
Robbie Maisch, new Sub Circ Asst	Start Date: June 28, 2023	@ \$17.00/hr
Jody Caldwell, new Sub Librarian	Start Date: July 5, 2023	@ \$31.19/hr
Mary Piekarski, new Sub Librarian	Start Date: July 18, 2023	@ \$31.19/hr

Mr. Cronin seconded the motion and the motion was passed unanimously.

Mr. Vidal made a motion to accept the three Director's Reports as submitted. Mr. Scopelliti 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 the NPML staff is totally engaged in moving forward with the strategic plan. Mr. Ondris complimented Ms. Maisch for creating an environment where staff feels motivated.

Finance: Mr. Cronin reviewed the Budget vs. Actual report for August. Income is ahead of budget by \$7,700, expenses are underbudget, and net income is \$169,000. The total bank balance is \$671,000 of which \$511,000 is in CDs. The operating account has \$143,000 so we may open another CD in the future.

ACTION ON BILLS:

Motion to approve the July 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable:
Seconded:

P. Scopelliti
J. Cronin

Operating Account	\$ 82,205.64
Special Gifts Account	\$ 319.21
Debit Card Account	<u>\$ 493.01</u>
Total	\$ 83,017.86

Motion to pay the July 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

Motion to approve the August 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable:
Seconded:

P. Scopelliti
J. Cronin

Operating Account	\$ 85,657.86
Special Gifts Account	\$ 376.69
Debit Card Account	<u>\$ 607.46</u>
Total	\$ 86,642.01

Motion to pay the August 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

Motion to approve the September 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable:
Seconded:

P. Scopelliti
J. Cronin

Operating Account	\$ 96,248.60
Special Gifts Account	\$ 303.99
Debit Card Account	<u>\$ 649.06</u>
Total	\$ 97,201.65

Motion to pay the September 2023 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

OLD BUSINESS:

Presentation by Thirdway and Engberg Anderson: Ms. Maisch announced that Thirdway and Engberg Anderson have completed their space audit and that tonight David Vinjamuri of Thirdway and Joe Huberty of Engberg Anderson will present their proposal. Mr. Vinjamuri introduced Mr. Huberty and said that Mr. Huberty has done 300 libraries and has presented nationally. Mr. Vinjamuri is a marketer and has worked with libraries for the past 11 years. In 20 months, they have audited 29 libraries and worked on five master plans.

Mr. Vinjamuri said that in the four weeks between the audit and this presentation, NPML has already made changes. The exterior of the building façade doesn't really matter but what matters is the flow inside. An old design theory is that a library is a warehouse. But a new theory is that the library space should be created as a showroom similar to that of retail. A bookcase that holds seven forward facing books will get circulated 30 times in a month. Libraries should think of space being utilized per square foot and how much each square foot circulates. Small shelves can be utilized more than high shelves. Mr. Huberty said that this theory was tested in Winnetka Library by putting a dictionary and thesaurus displayed on shelves, and they circulated.

A library also needs to consider who is using the library and when and if there is any overlap of when different people are trying to use the same space. Heat mapping was conducted and provided information as to where there is the most foot traffic.

The space audit found three major issues: (1) the children's room is too small, (2) teens are in the worst location, and (3) noise. Other issues include: the vestibule creates a bottle neck, both new and old books should be combined on shelves facing out, there should be a marketplace with staff pics on a variety of topics, work surfaces and furniture need to be modernized to properly serve patrons, there should be meeting rooms and small meeting rooms, the Director's office should not be in the children's room, and the staff work area is an open area that the public can wander into.

Mr. Vinjamuri and Mr. Huberty presented a draft floor plan rearranging the space: the children's room moved into the main library space with a glass wall, a café, marketplace, casual seating, and movable tables that all types of patrons can use depending on the time of day.

Mr. Huberty explained that he uses a calculation to determine the size needed in each zone, which resulted in a calculation of 22,000 total square feet. NPML currently is 16,000 square feet so that means an addition of 6,000 square feet is needed. He did an analysis of the collection for adults/children, and the target collection is 55,000 items. No more than four public computers are needed because many patrons bring their own devices. He does calculations to determine the seat count, the amount of space per seat, and the size of the staff work area. The Conti room should be larger and dividable with a working kitchen. There should be a conference room and eight small study rooms. There can be an interactive learning space and bookstore in the basement.

Mr. Huberty presented a slide show of concept design diagrams with different scenarios. The main entrance would be at grade. Scenario 4F provides the best options by putting children's in the back of the existing space because children will flow to their area no matter where it is located. He presented a slide show of an aerial view of the interior space. For the next board meeting, he will have a cost estimate and an example of remodeling the existing footprint without an expansion.

Mr. Huberty has received a wetlands survey proposal from Dynamic Engineering Consultants. He expects to receive two more proposals. The Board thanked Mr. Vinjamuri and Mr. Huberty for their presentations.

Proposed amendment to bylaws: Mr. Scopelliti gave some background about our current bill payment procedures. He proposed an amendment to the bylaws so that non-budgeted expenses of \$10,000 or more require a resolution.

Mr. Cronin made a motion to revise the bylaws. Mr. Vidal seconded the motion and the motion was passed unanimously. Ms. Maisch clarified that we make motions to hire third parties and resolutions to pay third parties if their fees are non-budgeted and in excess of \$10,000.

NEW BUSINESS:

Memo to Borough: Ms. Maisch spoke about a memo she plans to send the Borough requesting the Borough share the cost of a wetlands survey. Our lot is 4.6 acres but wetlands touch more than NPML property. Ms. Maisch will take out wording of the American Legion because they don't own the land. Cost sharing needs to be approved by Borough council in the 2024 budget. Ms. Maisch will send the memo to Ms. McKnight as our liaison to council so that it can be included in the October 10th town council meeting. Mr. Ondris made a motion to amend the letter and send to council. Mr. Cronin seconded the motion and the motion was passed unanimously.

Union County Grant: Ms. Maisch announced that we received \$32,000 from a Union County Grant for joining the MAIN Consortium. We are the only library getting extraction costs because we are the only library that asked for extraction costs. There is a September 21st meeting to accept the grant. The mayor and town council has been invited to attend, and Ms. Maisch would like some trustees to attend. Ms. McKnight and Mr. Ondris said they will attend. Mr. Scopelliti made a motion to establish a reserve for \$32,000. Mr. Cronin seconded the motion and the motion was passed unanimously.

Next month we will need a resolution to pay \$32,000 migration costs unless the County pays the costs directly. Of the total, \$25,500 is paid to MAIN and the rest is paid to TLC. Ms. Maisch thinks the figure will change slightly based on the total number of items in the catalog post-weeding.

LUCC Dinner: Ms. Maisch said there is an invitation to a LUCC dinner for directors and trustees. Ms. Barfield and Ms. Wilson said they tentatively can attend.

Committees: Ms. Masich said we need to establish committees to review NPML's policies (such as borrowing policy, food/drink) and bylaws with a timeline as to when they will be amended. Mr. Ondris asked for volunteers to form a committee: Ms. Wilson, Mr. Scopelliti, Ms. Maisch, and Mr. Ondris volunteered to form a committee.

RESOLUTIONS:

Resolution No. 2023-9 – UNITED AGAINST BOOK BANS

Confirms that the New Providence Memorial Library will not ban books. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
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			

Resolution No. 2023-10 – THIRDWAY INC. & ENGBERG ANDERSON INC.

Authorizes that Thirdway Inc. and Engberg Anderson Inc. will be paid for their services. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
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			

CLOSED SESSION:

Mr. Cronin made a motion to go into closed session at 9:05 pm. Mr. Scopelliti seconded the motion and the motion was passed unanimously.

Mr. Vidal made a motion to move out of closed session at 9:20 pm. Mr. Cronin seconded the motion and the motion was passed unanimously.

CONTINUATION OF REGULAR MEETING:

Resolution No. 2023-12 – DIRECTOR’S SALARY

Authorizes that Stacey Maisch’s salary be raised to \$100,000 per annum effective June 23, 2023. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
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			

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 9:25 pm.

Heather Paparo
Bookkeeper & Administrative Assistant

Mark J. Ondris
President