

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

**LIBRARY BOARD OF TRUSTEES MEETING**  
**October 17, 2023**

**AGENDA**

**Call to Order**

**Roll Call:**

Lisa Barfield	Lisa McKnight
John Cronin	Mark Ondris
Jon Keaney	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 September 19, 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 – update on 7:00 meeting with Mayor & Council
Finance:	John Cronin

**Action on Bills**

**Old Business**

- Zoom call with Joe Huberty of Engberg Anderson
- Wetlands survey proposals
- 10/25 6:30 pm LUCC dinner

**New Business**

- 10/29 Street Fair
- Discuss 2024 Board of Trustee meeting dates, holidays & closing dates
- Motion to hire substitute circulation assistant
- 10 year anniversary of Baseball Group
- Finance Committee meetings to discuss 2024 budget

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

**Adjournment**

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

**October 17, 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*	Ms. A. Wilson*

(\* indicates present)

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

President Mark Ondris called the meeting to order at 7:32 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, was in attendance. Donna Zane, member of the Friends, was in attendance.

***FRIENDS REPORT:***

Ms. Benbow said that the Friends have \$18,500 in cash on hand, but they still have costs to pay for the Murder Mystery. The Craft Fair was a success; they received \$600 in donations from the craft artists. They also received \$450 from Douglas for his recent art show. They plan to add another museum pass. A new installation is up in the Conti room and the glass cabinet has a new display. There were 36 people in attendance at last week’s concert. They have sold 34 tickets out of 50 for the Murder Mystery, so there are 16 tickets available if any Trustees would like to purchase. Ms. Maisch said she will purchase a ticket.

Ms. Zane plans to announce the theme of the Murder Mystery on Wednesday October 18<sup>th</sup>. There will be a cocktail hour for donors to meet Trustees. Ms. Benbow said that tickets can be purchased online.

***APPROVAL OF MINUTES:***

Mr. Cronin commented that the September 19, 2023 minutes should mention that Mr. Keaney excused himself from the meeting early. With that change, a motion to approve the minutes of the September 19, 2023 Board meeting was made by Mr. Scopelliti and seconded by Mr. Cronin. The minutes of the September 19, 2023 Board meeting were approved unanimously.

***COMMUNICATIONS:***

**Board Secretary – (Open):**

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

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

***DIRECTOR'S REPORT:***

Ms. Maisch announced that we have been notified of the 2024 one-third mill amount and budget season is around the corner. The NP Street Fair is scheduled for October 29<sup>th</sup>; we still need one Trustee to volunteer for the 2pm-4pm shift. Ms. Maisch will be there early to set up, and the booth will be stationed by NPML staff throughout the day. One of our substitutes, Jody Caldwell, resigned due to illness, so we are looking for another substitute librarian. We hired Cameron Cory at \$17 per hour effective October 5, 2023 as a circulation substitute; he is helping Joan Sequeira with moving shelving.

Mr. Ondris made a motion to hire Cameron Corey. Mr. Cronin seconded the motion and the motion was passed unanimously.

New computers and printers have been installed. The estimate for cabling work (the last of the tech reserve spending) is well under budget and will be done on November 8<sup>th</sup>. The self-checkout kiosk will be delivered in November and installed in January. We are closed October 20<sup>th</sup> for MAIN/Polaris training. Mr. Scopelliti asked about patron feedback on closing and Ms. Maisch said patrons are excited about joining MAIN.

Mr. Cronin made a motion to accept the Director's report as submitted. Mr. Scopelliti seconded the motion and the motion was passed unanimously.

***COMMITTEE REPORTS:***

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

**Policy:** Mr. Ondris said the policy committee met and discussed NPML's policies. Ms. Maisch said she wants to discuss the changes now for informational purposes but there will be no voting tonight. Ms. Maisch said the policy committee voted to go fine free when joining MAIN and this will require a Board vote. There was discussion of the pros and cons of fines. The patron will be charged a lost book fee if the book is unreturned after three months of being late, but there will be no initial late fines. Ms. Maisch said the meeting room policy will change so that the room can be reserved for a maximum of four months no more than six months in advance. Ms. Maisch said that we cannot accommodate monthly meetings for groups. Fees will increase to \$100 for out-of-town organizations and \$100 cleaning fee for food. The Board will vote on all changes in November.

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

**Building & Grounds:** There was no report presented.

**Finance:** Mr. Cronin said the budget is strong with \$30k in extra income year-to-date. Mr. Scopelliti said that a large portion of the \$30k is interest on the certificate of deposit. He said that the \$400k CD will mature on November 2<sup>nd</sup>; the current rate is 3.3% and the bank today said we can renew for 12 months at 5.1%. Mr. Cronin wants to add an additional \$50k to that CD. Mr. Scopelliti proposed that we roll over \$400k at 5.1% and reassess at December 31<sup>st</sup> after paying all MAIN costs.

Mr. Cronin said that expenses are underbudget and net income is \$184k. Ms. Maisch said the Borough is negotiating new benefits and enrollment is pushed back until the Borough severs ties with the State plan. Mr. Cronin said we need to find out when we will get billed so that we record the expense in 2023.

***ACTION ON BILLS:***

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

*P. Scopelliti*  
*J. Cronin*

Operating Account	\$102,065.25
Special Gifts Account	\$ 1,210.38
Debit Card Account	<u>\$ 982.91</u>
Total	\$104,258.54

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

Mr. Scopelliti said that the \$32k grant from Union County will pay for the migration costs to MAIN. Because Union County will pay the bills directly, according to our accountants, we should not record the income or expense but rather add a note to the financials. Philip Berg of MAIN will send the bills directly to Union County, but we are not sure to whom TLC will send the bills. We need to request a copy of all these bills and follow up to ensure all is paid properly.

***OLD BUSINESS:***

**ZOOM Call with Engberg Anderson:** Mr. Joe Huberty of Engberg Anderson gave an overview of the estimated costs of an expansion based on the quantity and quality of space. Quality means replacing things near the end of their utility life. The estimated costs are differentiated between costs to renovate the existing space and costs for a new addition. The wetlands is still unknown and it is unknown if the soil can bear the weight of an addition. The cost estimate is \$15m if the project breaks ground in 2024; about half the cost is to renovate the existing space including updating systems and finishes, the other half is for an addition. If the project breaks ground in 2029, the cost estimate increases from \$15m to \$20m. The next step is to reconcile the project within a believable budget.

Ms. Maisch said that we had a meeting earlier in the evening with Mayor Al Morgan and Ms. Bernadette Cuccaro to request that the Borough share the cost of a wetlands survey. There is more follow-up to be done with the two survey companies to determine if there are any alternatives that will avoid the need to deal with the NJ DEP. Mr. Ondris suggested that we invite Mayor Morgan occasionally to our board meeting to keep him apprised of what is happening. Mr. Huberty will assist Ms. Maisch to figure out next steps in order to determine what options are available for surveys.

There was discussion of where funding, including debt funding costs, can come from. Mr. Cronin said potential sources include one-third mill, reserves, NJ construction bond act, and grants. Mr. Ondris asked that the finance committee determine how much we can borrow on a bond issue. Mr. Scopelliti said right now we could borrow \$1m. Mr. Vidal said we need to rely on the Borough to support the debt service. Mr. Vidal would like to know what revenue other libraries get from their Boroughs beyond the one-third mill. Ms. Maisch will contact other libraries to find out where they got funding and how they are paying debt service.

**LUCC Dinner:** The LUCC Dinner is October 15<sup>th</sup>. Ms. Barfield can't attend. Ms. Maisch, Ms. Wilson, and Ms. Mascarina plan to attend. Ms. Maisch mentioned that this event counts towards hours for Trustee training.

***NEW BUSINESS:***

**2024 Board of Trustee Meeting Dates:** There was discussion of the 2024 Board meeting dates. Ms. Maisch said that wages were discussed in closed session in January 2023 but it makes more sense to discuss in November, before the end of the year. So, the Board will go into closed session at the end of the November 21<sup>st</sup> meeting. Mr. Cronin reminded Ms. Maisch that she needs to distribute a Rice notice to all staff. Mr. Ondris said that this is the fifth and final increase in minimum wage up to \$15.13. It was decided that going forward, starting with November 2023 and into 2024, the Board meetings will start at 7:00pm not 7:30pm.

**Baseball Group Anniversary:** The baseball group is having its ten-year anniversary. Mr. Cronin provided background as to how he started the baseball group. Mr. Cronin asked Ms. Maisch if she would kindly provide refreshments at the December anniversary meeting of the baseball group.

Mr. Ondris made a motion for NPML to spend up to \$100 for food/drink for the baseball group anniversary meeting. Ms. Wilson seconded the motion and the motion was passed unanimously with the exception of Mr. Cronin who abstained.

Ms. Maisch said these costs will come out of the Library Supplies budget. Ms. Maich said she normally would charge \$100 when food is served (to cover costs of cleaning afterwards), however, she will provide a vacuum and wipes and would appreciate if the baseball group could clean up afterwards.

**Finance Committee & 2024 Budget:** The Finance Committee will plan meetings to discuss the 2024 budget. Ms. Maisch will circulate preliminary dates to schedule meetings.

**2024 Holiday Closings:** Ms. Maisch shared the preliminary 2024 closing schedule. All holidays in 2024 fall on weekdays which changes the calendar from 12 to 13 holidays. Juneteenth is a holiday that NPML has not yet observed. There was discussion to close on Juneteenth and open on Veteran's Day to adhere to 12 holidays. Mr. Ondris asked Ms. Maisch to find out if the Borough will be open/closed on Juneteenth and/or Veteran's Day in 2024.

***RESOLUTIONS:***

There were no resolutions.

***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. Scopelliti seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:56 pm.

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Heather Paparo  
Bookkeeper & Administrative Assistant

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Mark J. Ondris  
President