

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

**LIBRARY BOARD OF TRUSTEES MEETING**  
**November 21, 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 October 17, 2023 meeting

**Walking Tour of Recent Changes/Improvements**

**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 – 2024 budget status

**Action on Bills**

**Old Business**

- Resolution 2023-13 (2024 BoT Meeting Dates)
- Resolution 2023-14 (2024 Holidays & Library Closing Dates)
- Library policy updates & changes
- Resolution 2023-15 (Dynamic Engineering)

**New Business**

- Selection of Nominating Committee to Propose Officers for 2024

**Motion to Recess to Closed Session to discuss annual wage adjustment**

**Adjournment**

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

**November 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	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 November 21, 2023 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:02 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.

***FRIENDS REPORT:***

Ms. Maisch provided an update on behalf of the Friends. The murder mystery was a huge success. Ms. Maisch, Ms. McKnight, and Ms. Wilson attended. All attendees dressed up in character. Their net profit was \$7,690. They hope to do another annual event.

***TALKING TOUR OF RECENT CHANGES/IMPROVEMENTS:***

Ms. Maisch gave the Board a tour of the library to share the changes made throughout in response to David Vinjamuri's space audit. Everyone walked around the library to see what was new. Staff from other libraries (Morristown, Parsippany, and Long Hill) have come to visit NPML to see what improvements we've made. Mr. Cronin asked if patrons have commented about the changes and Ms. Maisch said that most patron feedback has been positive.

***APPROVAL OF MINUTES:***

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

***COMMUNICATIONS:***

Ms. Maisch said she received a comment in the suggestion box requesting a drive-up book return box. She also received emails from the NPSD ESL department head with positive feedback in response to recent outreach to the schools.

**Board Secretary – (Open):**

**Superintendent of School's Designee – Jon Keaney:** Mr. Keaney reported that parent conferences were held for grades K-6, they held parent/grandparent day, Salt Brook had a day of coding, there was a clothing and

toiletary drive, and the middle school collected Halloween candy for Operation Shoebox New Jersey which sends candy to troops abroad. *Radium Girls* was the play this year, the band is having an alumni event as part of the NP holiday walk, winter concerts start next week, and a blood drive was held at the high school. Michelle Testa received the "Impact Teacher" Award. The Superintendent is retiring after 18 years so a new hire search is underway.

Mr. Keaney excused himself early from the meeting at 7:26 pm.

**Mayor's Designee – Lisa McKnight:** Ms. McKnight reported that the town had a Veteran's Day event, there was an interfaith service last night, Centennial Park is lit up, Friday is the New Providence Holiday Walk, December 1<sup>st</sup> is the tree lighting, and the mental health committee will host yoga classes in December.

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

Ms. Maisch reported that staff met with Ms. Barfield (who is a member of the NP Business Committee) and representatives from the NP school district to see how we can better serve the business community and schools. Mr. Ondris commended Ms. Maisch for integrating the library into other parts of town.

In 2023, several employees celebrated their five-year anniversary with the library: Eliabeth Hathway, Ellen Malosh, Deb Sandford, and Samantha Vallillo. Programming is filling up. Mr. Vidal asked about the results of heat mapping that was done in August. Ms. Maisch said that we will do heat mapping again after we finish shifting all books throughout the library.

Ms. Maisch said that we need to remind parents to stay in the room with their children under age 11. There was a recent incident where a parent left the library, exited the parking lot in their vehicle, leaving their eight-year-old child alone inside. The police were called and were present in the library when the parent returned. Mr. Scopelliti asked if there is signage indicating that parents need to be present and Ms. Maisch said yes, there is signage.

Ms. Maisch shared that Jennifer Sprinzen is doing a great job with the MAIN migration and data mapping; the conversion will go smoothly because of Jennifer. We are two and a half weeks away from data migration.

Ms. McKnight asked how we decide which books to weed. Ms. Maisch said we weed books that haven't circulated in five years, then we look at three years, and then subjectively especially for non-fiction books and outdated topics.

### ***COMMITTEE REPORTS:***

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

**Policy:** Mr. Ondris said that the policy committee made updates to several policies. Ms. Maisch explained each change and revision.

A motion to approve the following policy revisions was made by Mr. Cronin and seconded by Mr. Scopelliti. The following policy revisions were approved unanimously:

- Revise Policy # 2-1 BUDGET AND BILL PAYING POLICY so that non-budgeted expenditures of \$10,000 or more require Board approval via a resolution prior to being contracted for or paid.
- Revise Policy # 2-3 DONATIONS AND GIFTS POLICY so that we will not accept DVDs or CDs.

- Revise Policy # 2-4 DEBIT/PROCUREMENT CARD POLICY so that the debit card balance will be \$2,000 or less. If a balance over \$2,000 is needed, the Board Treasurer must approve, and in the Treasurer's absence the Board President or Chairperson of the Finance Committee can approve.
- Revise Policy # 3-1 USE OF THE LIBRARY MEETING ROOMS so that the room may be rented for a 2-hour time slot once per month for a maximum of four consecutive months, no more than six months in advance. The rental fee is \$100 for out-of-town organizations and serving refreshments will incur a \$100 service fee.
- Revise Policy # 3-2 LIBRARY CONDUCT POLICY so that the following are prohibited:
  - a. drinking liquids in open cups
  - b. drinks near public computers
  - c. filming or recording without consent from individuals present
  - d. the following language is to be DELETED: tutors are not permitted at the charging and laptop bars; if there is no space available tutors need to find alternative space; use of cell phones is permitted only for brief conversations in the foyer
- Revise POLICY # 3-3 BULLETIN BOARD AND INFORMATION BROCHURE POLICY to remove reference to literature display racks.
- Revise Policy # 3-5 CHILDREN IN THE LIBRARY so that the library is not legally responsible for any minors left alone and the responsibility for what children read rests with their guardians.
- Revise Policy # 3-7 LIBRARY USE BY NON-RESIDENTS so that non-residents may obtain a borrowing card for a fee of \$250.
- Revise Policy # 3-8 MORRIS UNION FEDERATION PROCEDURES so that the title of the policy be LIBRARY CONSORTIUM. Include reference to Middlesex, Hunterdon, and Warren Counties and that New Providence Memorial Library is a member of MUF, MURAL, and MAIN.
- Revise Policy # 3-9 PRINT MATERIALS LENDING POLICY so that the title of the policy be MATERIALS LENDING POLICY. Reference to books be changed to items and materials; delete section on magazines; and the following are to be added:
  - a. current issues of magazines may not be borrowed
  - b. new DVDs may be borrowed for 3 days
  - c. new audiobooks may be borrowed for 14 days
  - d. other issues of magazines, other DVDs, other audiobooks, and CDs may be borrowed for 28 days
- Delete Policy # 3-10 AUDIO VISUAL MATERIALS LENDING POLICY.
- Delete "and pay for" from Policy # 3-11 CHECKING OUT BOOKS WITHOUT CARDS POLICY.
- Revise Policy # 3-14 INTERNET ACCESS INCLUDING WIRELESS INTERNET AND COMPUTER USE POLICY so that printing costs are \$0.25 per black/white page.
- Delete Policy # 3-16 STAFF ELECTRONIC COMMUNICATIONS POLICY.
- Revise Policy # 3-18 LIBRARY BOOK STORE to include reference to "AfterWords book store".

- Revise Policy # 4-1 COLLECTION DEVELOPMENT POLICY to include “It is our mission to inspire discovery, promote literacy, and nurture community connections”, to include the 5 Strategic Focus Areas diagram, and to amend the population size from 11,907 to 13,600.
- Revise Policy # 4-2 MATERIAL RECONSIDERATION POLICY to include that the New Providence Memorial Library passed a resolution to not ban books and that any patron wanting to initiate a materials review must sign off that they have read the item in its entirety.
- Revise Policy # 5-1 LIBRARY SERVICE TO SCHOOLS POLICY to clarify that New Providence teachers are eligible for a full access library card. And delete that the policy does not permit us to borrow materials from other libraries for school use.
- Delete Policy # 5-2 POLICY GOVERNING THE USE OF LIBRARY CARDS FOR INSTITUTIONS.

There was more detailed discussion regarding the Fee Policy. Mr. Cronin said that our fine revenue is \$5,000 year to date which is equivalent to 50,000 days of being late. The person on hold for a book shouldn't be deprived of the book because the person late returning is not exhibiting good patron behavior. Ms. Maisch responded that research has been done that fines do not encourage patrons to bring books back faster, but rather the patron will drop the book without paying the fine and never return to the library; we have no way of accepting digital payment; and being in the MAIN consortium patrons can get books more quickly from other libraries. We will still charge lost book fees. Mr. Cronin said that other consortium libraries are not fine free and Ms. Maisch responded that all libraries are moving towards going fine free so it would be great to be on the forefront of that.

A motion to approve the Fee Policy revision (below) was made by Mr. Scopelliti and seconded by Mr. Vidal. he motion was approved three to one with Mr. Cronin opposing and Mr. Ondris abstaining.

- Revise Policy # 2-2 FEE POLICY so that the library fine-free; lost book fees still apply; printing costs are \$0.25 per black/white page and \$0.50 per color page; and museum pass extended-use fee is \$1 per day.

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

**Building & Grounds:** Mr. Vidal said there is a resolution for Dynamic Engineering on the Agenda. Mr. Ondris said we can either vote tonight and pay for the entire survey or wait for the Borough to see if they will agree to share the cost. Ms. McKnight said the Borough is concerned that if the results of the survey are that we cannot expand then the Borough is out the funds with nothing to show in return. Ms. McKnight said the Borough is likely unwilling to share the cost. Mr. Vidal said that if the library has the capital to pay for it, it is better to find out sooner and know what we can or cannot build; we need to have a survey done in order to find out. Ms. Maisch said that some survey is needed even if we only make changes to the driveway and parking lot.

Mr. Vidal said that he had meetings with Ms. Maisch, Ms. Barfield, and Mr. Ondris and now we need to start doing our homework – there have been several major library upgrades recently so we can engage with those libraries to get information on their costs, planning, and fund raising. Ms. Maisch said that Roselle, Chatham, and Madison started the process by (1) saving capital reserves, (2) receiving the NJ construction bond act, and (3) from donors, fundraising, and grants. Mr. Vidal asked if a library is awarded funds does it need to spend those funds by a certain date. Ms. Maisch answered that the deadlines have been extended and she believes funds need to be spent within five years. Mr. Ondris asked Ms. Maisch when Dynamic would start, if hired.

Ms. Maisch said Dynamic wants to get started soon and we should have a report with their recommendation within six months.

**Finance:** Mr. Cronin shared that the 2024 budget is near completion. The 2023 YTD income is \$10,000 overbudget, most expenses are underbudget, resulting in a YTD net income of \$203k; but this doesn't yet reflect the \$89k November payment to the Borough. We renewed the CD at 5.1% for another year.

***ACTION ON BILLS:***

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

*J. Cronin  
S. Vidal*

Operating Account	\$182,398.15
Special Gifts Account	\$ 558.38
Debit Card Account	<u>\$ 2,067.05</u>
Total	\$185,023.58

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

***OLD BUSINESS:***

In response to a question that arose in October, Ms. Maisch announced that the Borough plans to be closed for 13 holidays in 2024.

***NEW BUSINESS:***

**2024 Nominating Committee:** Mr. Ondris said that we need someone to form a nominating committee for 2024 officers that cannot be a current officer. Ms. McKnight and Mr. Vidal offered to be the committee.

**RESOLUTIONS:**

**Resolution No. 2023-13 – 2024 MEETING DATES OF THE BOARD OF TRUSTEES**

Designates the 2024 meeting dates for the Board of Trustees. The Resolution 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	
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**Resolution No. 2023-14 – 2024 HOLIDAY SCHEDULE & CLOSING SCHEDULE**

Designates the 2024 library holiday schedule and closing schedule. The Resolution 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	

**Resolution No. 2023-15 – DYNAMIC ENGINEERING CONSULTANTS, PC**

Authorizes that Dynamic Engineering Consultants, PC will be hired and paid for their services. The Resolution 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	

***CLOSED SESSION:***

Mr. Cronin made a motion to go into closed session at 8:32 pm. Mr. Scopelliti seconded the motion and the motion was passed unanimously.

Mr. Cronin made a motion to move out of closed session at 8:52 pm. Mr. Scopelliti seconded the motion and the motion was passed unanimously.

***CONTINUATION OF REGULAR MEETING:***

Mr. Ondris asked for a motion to approve all staff wage increases as noted. Mr. Scopelliti made a motion. Mr. Cronin seconded the motion and the motion was passed unanimously.

***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 8:55 pm.

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Heather Paparo  
Bookkeeper & Administrative Assistant

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Mark J. Ondris  
President