

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

**August 18, 2020**

<b>Board of Trustees:</b>	Mr. A. Au*	Mayor A. Morgan
<b>Roll Call</b>	Mr. J. Cronin*	Ms. D. Munies*
	Ms. M. Demich	Mr. M. Ondris*
	Ms. Lisa Florio*	Ms. K. Stieh*
	Mr. K. Lee*	Ms. P. Vinaixa

(\* indicates present in the conference call)

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A special meeting of the Board of Trustees of the New Providence Memorial Library was held on August 18, 2020 by conference call.

President John Cronin called the meeting to order at 7:31 pm, and stated that adequate notice had been given in compliance with the amended Open Public Meetings Act.

***PUBLIC HEARING:***

Linda Gleason, President of the Friends was in attendance on the conference call.

***FRIENDS REPORT:***

Friends Acting President Linda Gleason reported that this year's Annual Appeal included a targeted request for donations for improvements to the Conti Room. Currently, \$9000 has been collected. A second mailing will be sent to people who did not donate, but have previously donated to the Friends.

Although no events have occurred this year, the Friends have been able to give the library the customary block grant which supports library programs.

The Friends of the Library Board will have some changes next year. Jim Westerhaus will retire at the end of the year and Ms. Gleason will leave at the end of January.

***APPROVAL OF MINUTES:***

A motion to approve the minutes of the June 16, 2020 meeting as amended was made by Mr. Ondris and seconded by Mr. Lee. The minutes of the meeting held on June 16, 2020 were unanimously approved as amended.

***DIRECTOR'S REPORT:***

Ms. Florio submitted extensive reports for both July and August. She thanked the Pandemic Committee members for their help in developing the Opening Plan. The Plan has been working well; most people have been understanding of the situation. Contactless delivery is working well, but many people miss the

opportunity to browse in the library. Book displays have been set up in the library facing the foyer where patrons can “window shop” for new books. They can ask staff to check out a book that they choose.

After Labor Day, two people at a time will be allowed in the building to use the public computers. Assuming that the public health situation remains favorable, possibly in October patrons will be allowed in the building to browse.

The response to the request for book donations has been overwhelming. Better World Books has placed a large book drop in the main parking lot for these books. Periodically, they remove the books from the book drop and sell whatever they can. The library receives 10% of the profit from these books and will receive a check quarterly.

Mr. Ondris made a motion to accept the Director’s Reports from July and August as submitted. Mr. Cronin seconded the motion and the motion was passed unanimously.

***COMMITTEE REPORTS:***

**Personnel:** No report was presented.

**Policy:** Ms. Florio described a need for a Working from Home Policy during the current pandemic. Normally, no one works from home because most staff members are in public-facing positions. Additionally, staff members have been working in the building with staggered hours to keep staff socially distant during the pandemic. Recently, some staff members have been travelling to places that are on the state’s quarantine list and have requested to work from home during the two week quarantine. A staff member may use sick time or vacation time during the quarantine, as well. Therefore, a basic policy needs to be written so that a staff member can work from home if their job can be performed at home and with director approval. This policy will be in sync with the Borough’s policy when it is approved. Several Board members agreed that the discretion to enforce this policy will need to lie with the Director. Ms. Florio will send the draft of the policy to the Board so that it can be discussed and voted on at the next Board meeting.

**Sunshine:** No report was presented.

**Finance:** Mr. Cronin said that the audit review will be postponed until September’s Board Meeting. He also noted that a new financial report is now part of the Board packet distributed to the Trustees. This report will list the bank balances of each account that the library has (Debit Card, Operating Account and Special Gifts Account).

**New Jersey Library Construction Bond Act:** No report was presented.

***ACTION ON BILLS:***

*Motion to approve the July 2020 Operating Account Bills Payable  
and the July 2020 Special Gifts Account Bills Payable:  
Seconded:*

J. Cronin  
M. Ondris

Motion to pay the July 2020 Operating Account Bills Payable and the July 2020 Special Gifts Account Bills Payable was unanimously approved.

Operating Account:	\$61,969.54
Special Gifts Account:	\$1,282.43
<b>Total:</b>	<b>\$63,251.97</b>

*Motion to approve the August 2020 Operating Account Bills Payable and the August 2020 Special Gifts Account Bills Payable:*  
*Seconded:*

J. Cronin  
K. Stieh

Motion to pay the August 2020 Operating Account Bills Payable and the August 2020 Special Gifts Account Bills Payable was unanimously approved.

Operating Account:	\$54,891.75
Special Gifts Account:	\$2,129.57
<b>Total:</b>	<b>\$57,021.32</b>

***OLD BUSINESS:***

There was no old business discussed.

***NEW BUSINESS:***

Mr. Cronin discussed the formation of the Library Centennial Committee which would be made up of at least one Board member, members of the Friends, library staff and members of the community. Live events would be planned for the second half of 2021 due to the pandemic with virtual events taking place in the early part of the year.

***RESOLUTION:***

**2020 Designation of an additional 2020 Depository:**

Ms. Florio reported that the library's current bank, TD, charges fees for all 3 accounts while Investor's Bank charges no fees and provides free checks for use with QuickBooks. (The Borough of New Providence also uses Investor's Bank.) Additionally, Investor's has a foundation and can be very generous. Mr. Cronin suggested that for 2021 the library designate every bank with a branch in New Providence as a depository even if the library not use any of them.

Resolution 2020-2 designating Investor's Bank as an additional 2020 depository was approved as follows:

## RECORD OF BOARD VOTE

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
A. Au	x			
J. Cronin	x			
M. Demich			x	
K. Lee	x			
A. Morgan			x	
D. Munies	x			
M. Ondris	x			
K. Stieh	x			
P. Vinaixa			x	

### *ADJOURNMENT:*

There being no further business, Mr. Ondris made a motion to adjourn the meeting. Ms. Stieh seconded the motion. The motion passed unanimously and the meeting was adjourned at 8:31pm.

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Leonard Favreau  
Secretary to the Board

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John Cronin  
President