

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

October 20, 2020

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

(* indicates present on the conference call)

A meeting of the Board of Trustees of the New Providence Memorial Library was held on October 20, 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. Mr. Cronin announced the resignations of Ms. Michelle Demich and Ms. Patricia Vinaixa from the Board.

PUBLIC HEARING:

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

FRIENDS REPORT:

Ms. Gleason said that the Friends have received \$9400 as of October 8. A second mailing to people who have donated in the past has gone out and possibly sixty additional donations may be received.

APPROVAL OF MINUTES:

A motion to approve the minutes of the September 15, 2020 meeting as submitted was made by Mr. Au and seconded by Mr. Ondris. The minutes of the meeting held on September 15, 2020 as submitted were approved unanimously.

COMMUNICATIONS:

Board Secretary – Kerry Lee: No report was presented since no communications were received.

Board of Education Liaison – No report was presented.

Mayor’s Report – Mayor Allen Morgan: No report was presented.

DIRECTOR’S REPORT:

Submission of expenses to the County for the NJ CARES Act grant is moving along. Reports need to be submitted by five days after the end of the month. All expenses need to be submitted by December 15. Items in this month’s Bills List will be submitted for reimbursement.

Ms. Florio will give Councilwoman Michele Matsikoudis a tour of the library next week.

The newly formed “COVID Browsing” section should be finished within a few weeks. It is the only part of the library where patrons will be able to browse for materials when the library opens. Currently, only a few patrons have been taking advantage of the computer appointments that are available. More people may become aware of the appointments once the library opens.

Ms. Florio sent the Boy Scouts a thank you letter for painting the railing outside of the Conti Room. She also thanked Ralph of the DPW for the work that his staff has been doing at the library. Mr. Lee noted that the lights in the parking lot are still not working. Ms. Florio said that the timer is not working, as well. Mr. Lee and Mr. Ondris will prepare a letter to the Borough DPW outlining the critical repairs to the library that should be addressed soon.

Mr. Lee congratulated Children’s Librarian Samantha Insetta-Vallillo for her virtual reading room. It is very well done!

The Libraries of Union County Consortium have purchased the music streaming and downloading service Freegal for its member libraries at a discount using unused money from the County grant. The Consortium also booked three local children’s authors to do presentations on race relations and empowerment which will be available to all Union County libraries.

Ms. Munies made a motion to accept the Director’s Report as submitted. Mr. Au seconded the motion and the motion was passed unanimously.

COMMITTEE REPORTS:

Personnel: Ms. Stieh reported on a problem patron who has been making numerous requests for research for a project that he is working on, yet never seemed to be satisfied. Ms. Florio wrote a letter to him outlining all of the details of the research that was done for him. Hopefully, this will satisfy the patron.

Policy: There will be a discussion of a new policy in Old Business.

Sunshine: No report was presented.

Finance: Mr. Cronin discussed the audit report. The auditor gave the library an “unqualified opinion”, which is the best possible result and means that the finances of the library were fairly presented. Additional details in the report were also presented. A copy of the audit report can be found in the filing cabinet in the Director’s office.

Mr. Cronin made a motion to accept the audit report as submitted by the CPA firm. Ms. Stieh seconded the motion. The motion to accept the audit report as submitted was unanimously approved.

Mr. Cronin asked questions about the Internet and phone bills in the Budget analysis report; they appear to be under budget. Mr. Favreau said that the September bill did not come in time for the Board meeting and is included in this month’s Bill List which might explain the discrepancy. Mr. Cronin also asked about the Online Catalog Maintenance budget line which is over budget. Ms. Florio will look into that.

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

ACTION ON BILLS:

Motion to approve the October 2020 Operating Account Bills Payable J. Cronin
Seconded: A. Au

Motion to pay the October 2020 Operating Account Bills Payable was unanimously approved.

Motion to approve the October 2020 Special Gifts Account Bills Payable: J. Cronin
Seconded: A. Au

Motion to pay the October 2020 Special Gifts Account Bills Payable was unanimously approved.

Operating Account:	\$81,710.21
Special Gifts Account:	\$124.46
Total:	\$81,834.67

OLD BUSINESS:

Some changes to the draft of the Staff Remote Work Policy were made based on discussion at last month's Board meeting. The major change is that all staff will agree as to what is expected of them before they are authorized to work remotely and to sign off on the policy form. This can be accomplished in person or in an email.

Motion to approve the Staff Remote Work policy J. Cronin
Seconded: K. Stieh

The motion to approve the Staff Remote Work policy was unanimously approved and is now adopted.

NEW BUSINESS:

The Resolutions for 2021 Board Meeting Dates, Holiday Schedule and Additional Library Closings were discussed. No changes were made in the dates presented. These resolutions will be voted on at the November Board Meeting.

Ms. Stieh drafted a letter from the Board to the public regarding the opening of the library. There was some discussion particularly about the wording of the timeframe for reopening. The letter will be placed on the home page of the website and on Facebook.

Motion to issue the letter from the Board of Trustees J. Cronin
Seconded: K. Lee

The motion to issue the letter to the public was unanimously approved and is now adopted.

Mr. Cronin will be reaching out to three Board members before the next Board meeting to form a Nominating Committee to select the officers for 2021.

ADJOURNMENT:

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Mr. Au seconded the motion. The motion passed unanimously and the meeting was adjourned at 9:12 pm.

Leonard Favreau
Secretary to the Board

John Cronin
President