

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

**February 16, 2021**

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

(\* indicates present on the conference call)

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A meeting of the Board of Trustees of the New Providence Memorial Library was held on February 16, 2021 by conference call.

President Kelli Stieh called the meeting to order at 7:30 pm, and stated that adequate notice had been given in compliance with the amended Open Public Meetings Act.

***PUBLIC HEARING:***

Sangeeta Benbow, President of the Friends was in attendance on the conference call.

***FRIENDS REPORT:***

Sangeeta Benbow, President of the Friends, reported that Beth Spiegel will be a co-President of the Friends and also in charge of Membership. Alex Klapwald will be the new Treasurer. There are still openings for the Secretary and Music positions.

In 2020, the Friends gave \$5145 to the library for the renovations to the Conti which included the cost of painting and the purchase of several tables. A lump sum of \$6000 has been given for programs this year. This year's fundraising will be a targeted request like last year's. A "wish list" of needed items will be provided by the staff.

Due to COVID restrictions again this year, many activities will be curtailed. The indoor fall Craft Fair is unlikely to happen, but if the Borough's outdoor Street Fair occurs, the Friends will participate. Hopefully, by December and indoor, in person Holiday Concert will be possible. The Arts Committee will sponsor an on-line juried art show in June with submissions from New Providence High School students. This will help bolster the students' college résumés.

***APPROVAL OF MINUTES:***

A motion to approve the minutes of the January 19, 2021 meeting as submitted was made by Ms. Stieh and seconded by Mr. Cronin. The minutes of the meeting held on January 19, 2020 were approved unanimously as submitted.

***COMMUNICATIONS:***

**Board Secretary – Kerry Lee:** Mr. Lee said that there was nothing to report this month.

**Board of Education Liaison – Jay Richter:** Mr. Richter thanked the Friends for partnering with the high school art students and helping them get their work out into the community through the Art Show,

The district is continuing with Phase II instruction and programs; elementary students are in the classroom 5 days a week with some still working remotely, middle and high school students, A and B cohorts, also in the classroom, but with a longer day and some students continuing to work remotely (cohort C).

There was a follow-up staff training session on mental health awareness with George Scott where he presented ideas regarding social and emotional learning.

The New Providence Educational Foundation is currently accepting grant proposals from teachers and the committee will be meeting soon to evaluate the proposals. And, staff has begun work on budget planning for the next year which should be ready in a few months.

**Mayor’s Report – Mayor Allen Morgan:** There was no Mayor’s Report presented.

***DIRECTOR’S REPORT:***

Ms. Florio showed the new tab on the library’s website dedicated to the library’s centennial, “Our 100 Years”. This web page lists all of the events taking place this year celebrating the library’s 100 years.

Brainfuse, an on-line tutoring program, is now a resource available from the website. Stacey Maisch has shared this resource with Mr. Richter who shared it with the district’s department heads.

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

***COMMITTEE REPORTS:***

**Personnel:** Ms. Stieh said that the updated draft of the Director’s evaluation will be distributed to the Trustees by the end of the week. A meeting will be scheduled with Ms. Florio after all comments from the Trustees have been received.

**Policy:** Mr. Ondris reported that a revision to the Debit Card policy will be presented at the March Board meeting. The COVID Committee reported that the infection rate in the Borough has improved. The COVID Committee will meet to determine if conditions exist for the library to open again. An update to the Board’s message on the website will be discussed.

**Sunshine:** Mr. Lee suggested that a thank you card be sent to Linda Gleeson and Jim Westerhaus who both retired from the Board of the Friends recently. Ms. Benbow noted that the Friends have purchased books in their names. The Board will send a card with a note in it.

**Marketing:** Ms. Munies reported that the committee had its first meeting last week. A general plan and a centennial plan were discussed. Articles will be written and submitted to TAPinto New Providence on a regular basis highlighting all of the activities that the library has planned including those for the centennial. The Committee will meet again next week.

**New Jersey Library Construction Bond Act:** Ms. Florio said that a new State Librarian has been hired and that she will be having a conference call soon to update libraries on the second round of Construction Bond grants.

**Finance:** Mr. Cronin said that there will be an update to the Debit Card Policy at next month's Board meeting. The changes will reflect current usage. The audit will start on Friday of this week. Mr. Cronin asked Ms. Florio if excess funds from 2020 could be put in a general reserve fund. She replied that her reading of library law allows funds to be transferred from a reserve account to be used for most other purposes.

A review of the Budget vs. Actual report showed that most items are on target. However, there were some reimbursements from the NJ CARES Act this year for items purchased in 2020 which created credit balances in some budget lines.

***ACTION ON BILLS:***

*Motion to approve the February 2021 Operating Account  
and Special Gifts Account Bills Payable:  
Seconded:*

J. Cronin  
K. Stieh

Motion to pay the February 2021 Operating Account Bills Payable and Special Gifts Account Bills Payable was unanimously approved.

Operating Account:	\$61,410.16
Special Gifts Account:	<u>\$536.54</u>
<b>Total:</b>	<b>\$61,946.70</b>

***OLD BUSINESS:***

There was no old business discussed.

***NEW BUSINESS:***

Ms. Stieh described the newly created Gmail account and Google Drive for the Trustees. Several folders will be created in Google Drive for Trustees to store documents such as policies, By-laws, etc. Each Trustee, the Director and the Administrative Assistant will be sent an invitation to join. Ms. Stieh reminded the Trustees that the Google Drive should only be used for storage of documents and items should not be shared with others. Access to each folder will be limited on an as needed basis.

***ADJOURNMENT:***

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Ms. Stieh seconded the motion. The motion was passed unanimously and the meeting was adjourned at 8:36 pm.

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Leonard Favreau  
Secretary to the Board

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Kelli Stieh  
President