

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

**December 15, 2020**

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

(\* 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 December 15, 2020 by conference call.

President John Cronin 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:***

Ms. Ellen Malosh, Ms. Samantha Insetta-Vallillo and Ms. Stacey Maisch called in to the meeting.

## ***FRIENDS REPORT:***

Acting-President of the Friends Linda Gleeson submitted her report by email.

- We hosted a virtual holiday concert by the Florian Schantz Jazz Combo on Sunday. Thanks to Lisa for setting things up.
- We sent follow-up appeal letters to people who usually donate as well as new letters to the trustees. Thanks to all who contributed. Our donations now total about \$12,000.
- Our longtime treasurer, Jim Westerhaus, has retired. We are happy that Alex Klapwald has stepped up to replace him.
- One of our at large members, Eric Friedman, won't be joining us this year. He has been named President of Bergen County Community College beginning January 1. That's a good reason.
- The FOL president job will be open as of February 1, 2021. So far, no one has indicated interest in taking the job on.

## ***APPROVAL OF MINUTES:***

A motion to approve the minutes of the November 17, 2020 meeting as submitted was made by Mr. Au and seconded by Ms. Stieh. The minutes of the meeting held on November 17, 2020 as submitted were approved unanimously.

## ***COMMUNICATIONS:***

**Board Secretary – Kerry Lee:** The library will send Patricia Vinaixa a notification that a book has been purchased in her name.

Mr. Cronin read a note that came to the library with a donation for the Gingerbread Train craft kit.

*Thank you for all of your creative efforts and energy that has happened to make this a special time for my kids. They have so enjoyed still accessing the books, crafts and they are excited for the take out boxes. Thank you, thank you,  
Ure family, Merry Christmas*

**Board of Education Liaison – Jay Richter:** Mr. Richter reported that the schools will change to entirely on-line instruction starting on Monday, December 20 and will change back on Monday, January 11. The staff has been planning for having elementary students in school for half days at some point in the future and more time for middle and high school students.

There is now a COVID-19 Dashboard on the Board of Ed website which has up to the minute information for parents and the community. Mr. Cronin asked what the positivity rate was in the schools and Mr. Richter referred to the dashboard and replied it was currently less than 1%, although higher in the community.

Students have been able to perform projects which give back to the community as in the past. Elementary students had a “Week of Giving” and middle school students conducted a toy drive.

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

### ***DIRECTOR’S REPORT:***

Ms. Florio introduced Ellen Malosh, Adult Services Librarian, Samantha Insetta-Vallillo, Children’s Librarian and Stacey Maisch, Teen Services and Public Relations Coordinator. Each presented an overview of their accomplishments during 2020.

Ms. Malosh described two in-person programs that were well-attended early in the year. The first was a presentation by Mark Schonwetter, a Holocaust survivor and the second was a movie and discussion held jointly by the library, the Summit College Club and the League of Women Voters. After March, all programs were held virtually including programs celebrating New Providence’s Tri Centennial, Book Bingo featuring several authors, the Baseball Discussion Group and all of the Book Clubs. Adult Craft Kits became very popular and the 250 kits that were produced were mostly funded through the NJ CARES Act. Ms. Malosh also spoke about transforming the library’s webpage to accommodate book browsing using the on-line catalog. Patrons became able to request materials by placing a “Hold” on the item they wished to check out. Additionally, Ms. Malosh noted that use of digital resources such as Ancestry, Data Axle, Kanopy and Book Browse all increased by 3-6 fold over the previous year.

Ms. Insetta-Vallillo discussed events and programming from the summer into the fall. These programs were a mix of live ZOOM programs, recorded ZOOM programs and in person programming. ZOOM programming was very successful highlighted by the first program which was a Fossil Dig. A take home kit was included which made the program interactive. Other ZOOM programs included a Bollywood Dance around the time of Diwali, a cooking demo, a monthly Lego Build Challenge and monthly Read to a Dog. Story Times for different ages are recorded ahead of time and made available on the Library’s YouTube channel. Craft Kits for pickup, prepared by Joan Sequeira, proved to be extremely popular. In person programs which were held outdoors included Telescope Night and Pumpkin Patch Story Time. Samantha created an interactive Story Time Room on the Children’s page of the website which included links to descriptions of several books and a reader’s advisory book list by genre. Links to Story Times could also be found there. Finally, Samantha described the types of books that have been moved to the newly created Children’s Browsing Area in the library.

Ms. Maisch opened her presentation by describing the immensely popular monthly Teen Take Out Program. Each teen is given a form to fill out to determine their reading interests. A book which matches their interests is added to the take out box which also includes other items such as book marks, snacks and a craft kit. Separate monthly Craft Kits included a do-it-yourself spa kit and a pumpkin spice mug cake kit. Two outdoor programs where teens could congregate at the library included Pumpkin Decorating and a Ghost Beanbag Cornhole game. The “ghost” beanbags were made by the teens themselves. Stacey also spoke about the YA Fiction display that she created in the Browsing Area of the library. After posting it on Facebook, it was noticed by the Young Adults Library Services Association (YALSA), a division of the American Library Association, and featured in one of their monthly newsletters. Finally, Constant Contact, the marketing software that the library uses to promote its programs, was completely overhauled in October forcing Stacey to redesign the bi-weekly emails. While this was time consuming, it resulted in a more streamlined newsletter resulting in more engagement by the recipients.

Ms. Florio stated that the areas that she focused on this year were the pandemic and using the NJ CARES Act money to make changes to the building in order to open to the public. While the way the library offers services to the public changed during the pandemic, there is an opportunity to incorporate many of them when we return to normal.

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

## **COMMITTEE REPORTS:**

### **Personnel:**

*Motion to hire Leslie Corey as a Circulation Assistant starting  
on 11/30/2020 at the rate of pay of \$13.00 per hour:*  
*Seconded:*

K. Stieh  
M. Ondris

The motion to hire Leslie Corey as a Circulation Assistant starting on 11/30/2020 at the rate of pay of \$13.00 per hour was unanimously approved.

*Motion to increase pay rates for Joan Sequeira, Ateka Shah  
and Rachel Wood to \$13.88 per hour:*  
*Seconded:*

K. Stieh  
J. Cronin

The motion to increase pay rates for Joan Sequeira, Ateka Shah and Rachel Wood to \$13.88 per hour was unanimously approved.

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

**Sunshine:** Mr. Lee reported that a book will be chosen in Patricia Vinaixia’s name and purchased for the library.

**Finance:** Mr. Cronin reviewed the budget report and noted nothing out of the ordinary except that both income and expenses are lower than expected. He also noted that an incorrect posting of one NJ CARES Act reimbursement was identified and has already been corrected.

Mr. Cronin presented the 2021 Budget for approval. The budget was reviewed and briefly discussed.

*Motion to approve the 2021 Budget:*

J. Cronin

*Seconded:*

K. Lee

Motion to approve the 2021 Budget was unanimously approved.

**New Jersey Library Construction Bond Act:** Ms. Florio reported that it will be necessary to reapply for funding in the second round of the Construction Bond Act. It is possible that the application form will change. There was discussion about the possibility of hiring a consultant or grant writer for the second application.

***ACTION ON BILLS:***

*Motion to approve the December 2020 Operating Account Bills Payable*

J. Cronin

*Seconded:*

K. Stieh

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

*Motion to approve the December 2020 Special Gifts Account Bills Payable:*

J. Cronin

*Seconded:*

K. Stieh

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

Operating Account:	\$78,452.96
Special Gifts Account:	\$46.73
<b>Total:</b>	<b>\$78,499.69</b>

***OLD BUSINESS:***

There was no old business discussed.

***NEW BUSINESS:***

On behalf of the Nominating Committee, Mr. Ondris presented the new Slate of Officers for 2021.

President:	Kelli Stieh
Vice-President:	Kerry Lee
Treasurer:	John Cronin
Secretary:	Alain Au

The 2021 Slate of Officers as presented by the Nominating Committee will be approved at the January Board of Trustees meeting.

## RESOLUTIONS:

### Resolution No. 2020-7 – DESIGNATION OF 2021 DEPOSITORIES

Resolution No. 2020-7 – designating the 2021 depositories as TD Bank, Investors Bank, Wells Fargo Bank, Chase Bank, Provident Bank, Affinity Federal Credit Union and Advanced Federal Credit Union 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			
K. Lee	x			
A. Morgan			x	
D. Munies	x			
M. Ondris	x			
J. Richter	x			
K. Stieh	x			

### Resolution No. 2020-8 – OFFICIAL SOURCES FOR LEGAL NOTICES

Resolution No. 2020-8 – designating the Star-Ledger and the Courier News as the 2021 official sources for Legal notices 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			
K. Lee	x			
A. Morgan			x	
D. Munies	x			
M. Ondris	x			
J. Richter	x			
K. Stieh	x			

## **Resolution No. 2020-9 – LIBRARY CLOSING TO THE PUBLIC DUE TO COVID-19**

The COVID Committee met recently to discuss closing the Library over the holidays. Several local libraries have closed or will be closing to the public. Additionally, the New Providence public schools will be closed to in school learning during this period. Since the Department of Health recommends closure due to the increase in COVID infections in the adult population, the Committee recommends passing the following resolution.

Resolution No. 2020-9 – the following closing to the public of the Library on 12/21/2020 and lasting at least until 1/11/2021 or such time as COVID-19 infection rates in the area have moved downwards 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			
K. Lee	x			
A. Morgan			x	
D. Munies	x			
M. Ondris	x			
J. Richter	x			
K. Stieh	x			

### ***ADJOURNMENT:***

There being no further business, Ms. Stieh made a motion to adjourn the meeting. Mr. Au seconded the motion. The motion passed unanimously and the meeting was adjourned at 9:17 pm.

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Leonard Favreau  
Secretary to the Board

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John Cronin  
President