

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

**March 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 March 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 the PayPal account is now up and running and has been successfully used for donations. There is a “Donate” button on the library’s website homepage which links to the PayPal account and there are additional links throughout the website. The Spring Appeal letter has been approved and will be mailed to all regular donors and also sent by email to patrons on the library’s email list.

Books for outgoing Friends Board members Linda Gleeson and Jim Westerhaus have been purchased and given to the library. Commemorative book plates have been placed in each book.

Donna Zane has been busy posting to Facebook. The Arts Committee’s on-line gallery is up now on Facebook with photographs including those of two local photographers, Bharat Rao and Lynn O’Neill. The New Providence High School’s juried art show will occur later this year. The Craft Fair date may be changed.

***APPROVAL OF MINUTES:***

A motion to approve the minutes of the February 16, 2021 meeting as submitted was made by Mr. Cronin and seconded by Mr. Ondris. The minutes of the meeting held on February 16, 2021 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 announced that from almost 350 nominations for Teacher of the Year, four were selected from the High School (Mrs. Jennifer Pasuit), Middle School (Mrs. Kristin Jakubowski), Allen W. Roberts (Mrs. Sharon Licari) and Salt Brook (Mrs. Natasha Feliciano-Allen). There will be a celebration for these teachers at the April Board of Education meeting.

There is a traveling exhibit from the Salt Box Museum that was brought to the elementary schools.

The District is in the process of reviewing the progress of the students and beginning to plan spring and summer programs as well as determining how to spend money that was received from the Elementary and Secondary Emergency School Relief Fund.

The 3<sup>rd</sup> trimester for the elementary schools and the 4<sup>th</sup> marking period for the middle and high schools just started and more students are coming back to the schools. Year-end events are now being planned with many of them to be held out door. There will be a longer than normal Memorial Day weekend break due to unused snow days.

**Mayor’s Report – Mayor Allen Morgan:** Mayor Morgan reported that the budget will be introduced at the next Council meeting. Yearly parking fees will increase by \$80. He noted that there is still a shortage of vaccines in the County. There will be a traffic study with a focus on pedestrian safety.

***DIRECTOR’S REPORT:***

Ms. Florio reported that the library has opened for limited browsing in designated area at the front of the building. Although no announcement was made, there has been a steady stream of patrons coming into the building. Some people, however, remain hesitant about entering the building and are still opting for contactless delivery.

The second round of the New Jersey Construction Bond Act has just been announced. There will be \$37.5 million available in this round. There will be some changes to the rubric, but they have not all been announced yet. Ms. Florio said that she had submitted an OPRA request to obtain the library’s score from the first round. The library’s total score was very low. Many parts of the rubric had very low scores; some were zero. This is likely due to the fact that New Providence is not an economically disadvantaged municipality, the library is already ADA-compliant and the building itself is in good shape overall. There was some discussion regarding the merits of reapplying in this round. Ms. Stieh noted that the committee will be meeting this week on Friday to continue the discussion.

The State Library has just announced the availability of technology grants for libraries. The goal of these grants is to improve access to technology for the public library’s customers. Charging stations and systems for on-line payments for fines are possibilities.

A representative from a company called Patron Point recently contacted the library. Patron Point is a marketing platform that connects to the ILS and other third party services and produces automated email marketing communications that are targeted and personalized. There is quite a bit of set up involved. The annual cost is \$6500 but could be lower if group pricing for Union County libraries is negotiated. Ms. Munies thought that the Marketing Committee might meet with the company’s representative.

Ms. Stieh 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 said that the Director’s evaluation has been completed and given to Ms. Florio. Since Ms. Florio will have the monthly staff meeting tomorrow, Ms. Stieh will be at the library to attend and to meet new staff members.

**Policy:** Mr. Ondris reported that a revision to the Debit Card policy will be discussed under New Business.

**Sunshine:** A Get Well card from the Trustees will be sent to a staff member who is recuperating from surgery.

**Marketing:** Ms. Munies reported that the committee will be meeting every other month and a library communications and marketing schedule has been created and will be rolled out by the library team and changed as needed.

**New Jersey Library Construction Bond Act:** The committee will be meeting this Friday

**Finance:** Mr. Cronin said that the 2020 audit is in progress and should be finished by the end of the month. Hopefully the report can be given to the Trustees by as early as April.

Several reimbursements from the CARES Act have been received this year for items purchased in 2020 resulting in credits to several budget accounts. The auditor has worked with the Administrative Assistant to set up those reimbursements as Accounts Receivable for 2020 and they will no longer appear in the 2021 Budget analysis.

A review of the Budget report showed that expenses are lower overall than expected. This may result in another year with a surplus at the end of the year. Any surplus will be allocated to Reserve Accounts after the audit is complete.

**ACTION ON BILLS:**

*Motion to approve the March 2021 Operating Account and Special Gifts Account Bills Payable:* J. Cronin  
*Seconded:* A. Au

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

Operating Account:	\$70,102.37
Special Gifts Account:	<u>\$1,412.49</u>
<b>Total:</b>	\$71,514.86

**OLD BUSINESS:**

Ms. Stieh discussed the general operating procedures for the newly created Google Drive for the Trustees. Going forward, the Administrative Assistant will post the Board packet for each meeting in a folder on the drive. Members of Committees will post any documents that they are working on in the appropriate folders.

There were several suggestions made regarding accessing and editing files. Mr. Au will work on a hierarchy of different folders in the drive with respect to who will have access to which folders. Mr. Au agreed to write a guide to using the Google Drive to give to the Trustees. It was also agreed that we should prioritize policies that need to be updated.

***NEW BUSINESS:***

Mr. Ondris reported on some changes to Policy 2-4, Debit / Procurement Card Policy. The first change names the Administrative Assistant as the person who will reconcile the account each month. Previously, the policy named the Treasurer of the Trustees as the person performing this task. The second change raises the limit as to how much money can be in the Debit Card Account in order to make purchases on-line. Individual item purchase limits are also increased. The approval of the Treasurer is needed before certain large purchases are made including transfers from the Operating Account to the Debit Card Account. The approval can be in the form of an email which will be saved and filed. These changes have been made since the cost of some items required for the library during the pandemic has exceeded the original limits.

After discussion it was decided to add a line to the policy that states that in the event of the Treasurer being unavailable to perform any of the duties listed in the Policy, the President may do so.

*Motion to revise Policy # 2-4 Debit Card / Procurement Card to assign the Administrative Assistant with the task of reconciling the account each month; to increase both the debit card spending limits and the monthly transfer limits and to allow the President to perform the duties of the Treasurer when the Treasurer is unavailable.*

*J. Cronin*

*Seconded:*

*A. Au*

The motion to revise Policy # 2-4 DEBIT CARD / PROCUREMENT CARD POLICY to assign the Administrative Assistant with the task of reconciling the account each month, to increase both the debit card spending limits and the monthly transfer limits and to allow the President to perform the duties of the Treasurer when the Treasurer is unavailable was unanimously approved.

Ms. Florio said that all of the information required by Investor's Bank to open a new account for the Library has been sent to the bank.

***ADJOURNMENT:***

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Mr. Ondris seconded the motion. The motion was passed unanimously and the meeting was adjourned at 8:45 pm.

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Leonard Favreau  
Secretary to the Board

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Kelli Stieh  
President