

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

**April 20, 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)

---

A meeting of the Board of Trustees of the New Providence Memorial Library was held on April 20, 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 on the results on the fundraising appeal. Almost \$4000 has been received in a little over 1 week. About \$1400 has been received through the PayPal account and \$2500 by checks. There will also be a note posted to the Friends Facebook page summarizing the appeal letter and a link to the donate button on the library's website.

The Art Committee has put together easier access to the virtual gallery right from the library's website homepage. Several beautiful pictures from town residents can be seen in the gallery.

***APPROVAL OF MINUTES:***

A motion to approve the minutes of the March 16, 2021 meeting as amended was made by Ms. Stieh and seconded by Mr. Lee. The minutes of the meeting held on March 16, 2021 were approved unanimously as amended.

***COMMUNICATIONS:***

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

**Board of Education Liaison – Jay Richter:** There was no report presented. Ms. Stieh said that Mr. Richter sent out the Board of Ed. Newsletter to parents and she will forward it to the Trustees.

**Mayor's Report – Mayor Allen Morgan:** Mayor Morgan reported that the budget was introduced last month and will be adopted at the next Council meeting.

The Borough's Finance Committee will be meeting with the library's Trustees to discuss the second application for NJ Library Construction Bond Act funds. The resolution to apply for funds will be on the agenda for the May 11<sup>th</sup> Council meeting.

### ***DIRECTOR'S REPORT:***

The library opened for limited computer appointments on March 1 and then on March 15 for limited browsing. We have seen a steady increase in traffic since then.

All staff has had at least one vaccination and most have had or are scheduled to have the second vaccination. By the end of May, everyone will be 2 weeks beyond being fully vaccinated. Starting in June, Ellen, Samantha and I will be working 5 days a week in the building.

The electrician will come in to replace the lights at the desks in the workroom and some of the track lights in the gallery area. Samantha's desk in the Children's Room has been relocated and some wiring and electrical work needs to be done at the new location. The main network switch needs to be replaced. The estimated cost with labor is around \$500. One of the 3 new HVAC units in the workroom has failed and was replaced by Argent. While the units seem to be under warranty, we have received a bill for \$1700. The bill will be returned to Ralph at the DPW since it should be paid by the Borough.

This week is National Library Week and some of the giveaways include origami kits and Library Centennial tote bags.

The first video for the centennial celebration is now available. The second video will be about Clara Wahl, the first library director.

A patron has inquired about donating a bench to the library. Although there are benches in the front of the library, there may be space available for another one, maybe near the sculpture.

Mr. Cronin asked why the usage statistics for Ancestry were high last month and back to normal this month. Ms. Florio replied that Ancestry was used extensively for research on Clara Wahl for the centennial project.

Mr. Cronin 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:** There was no report presented.

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

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

**Marketing:** Ms. Munies reported that the committee will be meeting this Thursday.

**New Jersey Library Construction Bond Act:** The committee will be meeting this Friday to determine what documents need to be adjusted for the second application. There will be a cost for the architect's work of about \$2000.

**Finance:** The Debit Card reconciliation report was reviewed. No issues were found.

The draft of the 2020 audit was reviewed and a few changes were requested. The revised report has been issued and will be presented at the next Board meeting. Most of the Trustees have requested an electronic copy of the final report but a printed copy will be available for anyone who wants one.

The Investor's Bank accounts have been opened and funds will be transferred from the TD Bank account once checks for the two accounts are received. At some point, some funds will be deposited in short-term CDs at a bank with favorable interest rates.

A review of the Budget report showed that income and expenses are both lower overall than expected resulting in a net surplus.

***ACTION ON BILLS:***

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

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

*Motion to approve the current Debit Card Transactions:* J. Cronin  
*Seconded:* A. Au

Motion to pay the current Debit Card Transactions was unanimously approved.

Operating Account:	\$71,801.50
SGA Account:	\$777.59
Debit Card Transactions:	<u>\$348.51</u>
Total	\$72,927.60

***OLD BUSINESS:***

The Google Drive for the Trustees has been set up and several documents have been uploaded. For now, everyone will have access via the Board's email address. Eventually, individuals will log in with their email account and only have access to folders that are necessary for their work. Mr. Au will work on setting up the user email accounts.

***NEW BUSINESS:***

Ms. Florio reported that the application window to apply for matching funds from the Library Construction Bond Act in the second round has opened (May 10 to June 5). The Trustees agreed that the library should re-apply for funds for the Children's section and Staff work room renovations. After discussion, it was agreed that the architect would be hired to assist in the application again. The Committee will meet to determine if a new budget is needed due to increases in construction costs.

*Motion to accept the Resolution provided by the State Library* J. Cronin

to apply for funds from the New Jersey Library Construction Act pending a revised cost of the project  
Seconded:

A Au

**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. Mascarina	X			
A. Morgan			X	
D. Munies	X			
M. Ondris			X	
J. Richter			X	
K. Stieh	X			

The motion to accept the Resolution provided by the State Library to apply for funds from the New Jersey Library Construction Act pending a revised cost of the project was unanimously approved.

It was decided that the discussion on changes to the Fines and Lost Book Policy will be postponed until next month's Board meeting.

Ms. Florio spoke about the telephone upgrade from our old outdated system to VoIP. There will be a cost associated with this change and a provider has not yet been selected. Mr. Lee noted that the upgrade is an investment, not an expense.

**ADJOURNMENT:**

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Mr. Au seconded the motion. The motion was passed unanimously and the meeting was adjourned at 9:02 pm.

\_\_\_\_\_  
Leonard Favreau  
Secretary to the Board

\_\_\_\_\_  
Kelli Stieh  
President