New Providence Memorial Library
377 Elkwood Avenue
New Providence, New Jersey 07974

LIBRARY BOARD OF TRUSTEES MEETING
March 18, 2025

AGENDA

Call to Order

Roll Call:

John Cronin	Amy Miller
Jon Keaney	Mark Ondris
Sharon Licari	Perry Scopelliti
Stacey Maisch	Stephen Vidal
Lisa McKnight	Angela Wilson

Welcome to Visitors, with instructions on when to address the Board

Friends Report

Approval of Minutes of the February 25, 2025 meeting

Communications – Stephen Vidal

Superintendent of Schools' Designee – Jon Keaney

Mayor's Designee – Lisa McKnight

Director's Report

Committee Reports

Personnel:	Amy Miller
Policy:	Mark Ondris
Sunshine:	Angela Wilson
Building & Grounds:	Stephen Vidal
Finance:	John Cronin

Action on Bills

Old Business

- Background check policy
- Personnel Committee's annual review of Personnel Manual
- Policy Committee's annual review of Policy Manual
- Finance Committee's report on meeting with auditor

New Business

- Staff Development Day (April 2nd)
- Resolution 2025-01 (Dynamic Engineering)
- Resolution 2025-02 (Rev250 Grant Application)

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

March 18, 2025

Board of Trustees:	Mr. J. Cronin*	Mr. M. Ondris*
Roll Call	Mr. J. Keaney	Mr. P. Scopelliti
	Ms. S. Licari*	Mr. S. Vidal*
	Ms. S. Maisch*	Ms. A. Wilson*
	Ms. L. McKnight	

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on March 18, 2025 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:01 pm and stated that adequate notice had been given in compliance with the Open Public Meetings Act by both publication of the meeting schedule in The Courier News and the Star-Ledger and on the library's website, and the Borough of New Providence's website.

PUBLIC HEARING:

Beth Spiegel, Vice President of the Friends, and Elizabeth Ryan, NPML staff member were in attendance.

FRIENDS REPORT:

Ms. Spiegel shared that the Friends received a $100 donation from a patron as a thank you for Ellen Zander's (Reference Librarian) service with help in writing a cover letter and resume. The Friends' spring appeal letter will be mailed out in the coming days to raise funds for programming. They had a great reception for the Sumi-e Group paintings with 90 attendees throughout the day.

APPROVAL OF MINUTES:

A motion to approve the minutes of the February 25, 2025 Board meeting was made by Mr. Vidal and seconded by Ms. Wilson. The minutes of the February 25, 2025 Board meeting were approved unanimously with Mr. Ondris abstaining.

COMMUNICATIONS:

Board Secretary – Steve Vidal: There was no report presented.

Superintendent of School's Designee – Jon Keaney: Ms. Maisch provided an update on behalf of Mr. Keaney. Read Across America is taking place; the district has 4 Teachers of the Year; the Spring Musical Freaky Friday was a hit; they continue to receive community input on the 5-year Board of Education goals; and kindergarten and first grade registration for the 2025-26 school year is open.

Mayor's Designee – Lisa McKnight: Ms. Maisch provided an update on behalf of Ms. McKnight. The Borough's budget will be presented March 25th. They are working with bond council to find the best financing to fund the police department and DPW renovations.

DIRECTOR'S REPORT:

Ms. Maisch shared that our new website and new LibraryCalendar are both in design mode and the new Koha ILS system will go live on Monday March 24th. Baker & Taylor (our book vendor) may go out of business so we are exploring using multiple vendors, including Amazon and Brodart, and how this will impact our work flow. Our study room project is moving forward. The NP Sustainability Committee refreshed our supply of seeds for the seed library. We had a meeting with Gina Michal of the NP Education Foundation to brainstorm on foundation and fundraising ideas including a turkey trot and color fun run. Ms. Maisch asked to schedule a meeting with the Building & Grounds Committee to discuss the new drawings received from the architect in advance of the April meeting.

Mr. Cronin made a motion to accept the Director's Report as submitted. Mr. Vidal seconded the motion and the motion was passed unanimously.

COMMITTEE REPORTS:

Personnel: Mr. Ondris announced that Ms. Miller resigned from the Board so we need a new chair for the Personnel Committee.

Policy: There was no report presented.

Sunshine: There was no report presented.

Building & Grounds: Mr. Vidal said he had nothing additional to add to what was already discussed.

Finance: Mr. Cronin shared that the Finance Committee met on March 5th to discuss the draft audit report. Subsequently, we received a revised draft and are waiting on the final version. He said the final report will be distributed prior to the April meeting and asked that all review in advance of the April meeting. Our $100k certificate of deposit is maturing in mid-April. The budget is dong well; income is $2600 ahead of budget; expenses are $20k under budget; for an overall net $23k under budget.

ACTION ON BILLS:

Motion to approve the March 2025 Operating Account Special Gifts Account, and Debit Card Account Bills Payable:	*J. Cronin*
Seconded:	*M. Ondris*

Operating Account	$116,935.54
Special Gifts Account	$ 2,152.17
Debit Card Account	$ 938.81
Total	$120,026.52

Motion to pay the March 2025 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

OLD BUSINESS:

Background Check Policy: To be discussed next month.

Personnel Committee's annual review of Personnel Manual: Ms. Maisch suggested edits to make throughout the manual including adding an employee signature page, defining break times, and clearly defining all types of time off:

Break times – 20 minutes for 4-5hrs; 30 minutes for 6-7hrs; 60 minutes for 8hrs
Personal – smallest unit allowed to be used shall be one-half day
Vacation – smallest unit allowed to be used shall be one-half day
Sick – can be used in minimum increments of whole hours, one-half day or whole days
Paid Time Off – can be used in minimum whole-hourly increments

A motion to update the Personnel Manual as amended above was made by Ms. Wilson, seconded by Mr. Cronin, and unanimously approved.

Policy Committee's annual review of Policy Manual: Mr. Ondris and Ms. Wilson will review and discuss at the April meeting.

Finance Committee's report on meeting with auditor: Already discussed.

NEW BUSINESS:

Staff Development Day: Ms. Maisch said that our staff development day (for Koha training) was originally scheduled for April 9th. However, since National Library week is 4/6 – 4/12, it would be best to be open on April 9th and closed on April 2nd. A motion to close on April 2nd rather than April 9th for staff development day was made by Mr. Cronin, seconded by Mr. Vidal, and unanimously approved.

RESOLUTIONS:

Resolution No. 2025-01 – DYNAMIC ENGINEERING CONSULTANTS, PC

Authorizes that Dynamic Engineering Consultants, PC will be paid for their services in excess of the original threshold. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
J. Cronin	X			
J. Keaney			X	
S. Licari	X			
L. McKnight			X	
A. Miller			X	
M. Ondris	X			
P. Scopelliti			X	
S. Vidal	X			
A. Wilson	X			

Resolution No. 2025-02 – REV 250 GRANT APPLICATION

Authorizes that the REV 250 grant application specifically for Public Programming will be completed and submitted. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
J. Cronin	X			
J. Keaney			X	
S. Licari	X			
L. McKnight			X	
A. Miller			X	
M. Ondris	X			
P. Scopelliti			X	
S. Vidal	X			
A. Wilson	X			

CLOSED SESSION:

There was no business requiring a closed session.

ADJOURNMENT:

There being no further business, Mr. Vidal made a motion to adjourn the meeting. Mr. Cronin seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:10 pm.

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Heather Paparo
Bookkeeper & Administrative Assistant

_____
Mark J. Ondris
President