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

LIBRARY BOARD OF TRUSTEES MEETING
April 15, 2025

AGENDA

Call to Order

Roll Call:

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

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

Friends Report

Approval of Minutes of the March 18, 2025 meeting

Communications – Stephen Vidal

Superintendent of Schools' Designee – Jon Keaney

Mayor's Designee – Lisa McKnight

Director's Report

Committee Reports

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

Action on Bills

Old Business

- Background check policy
- Policy Committee's annual review of Policy Manual
- Approve 2024 audit

New Business

- Move 2024 undesignated funds to reserves
- Resolution 2025-3 (Engberg Anderson Inc.)

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

April 15, 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 April 15, 2025 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:00 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.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March 18, 2025 Board meeting was made by Ms. Wilson and seconded by Mr. Vidal. The minutes of the March 18, 2025 Board meeting were approved unanimously with Mr. Scopelliti and Mr. Keaney abstaining.

COMMUNICATIONS:

Board Secretary – Steve Vidal: Mr. Vidal shared that he received correspondence from a patron regarding a Library of Things. There was discussion of a Library of Things and how it can be shared, if at all, with other libraries.

Superintendent of School's Designee – Jon Keaney: Mr. Keaney announced that Brenda Avila is the Teacher of the Year and Kathy Yanni is the Counselor of the Year. The NP middle school will hire its own principal so that the middle school and high school no longer share a principal. Students will be able to suggest character-ed themes and design a logo; the art show is on display in the recreation department; 50 students attended the stem competition finals in Tennessee; and the NPML children's librarians are scheduled to visit Roberts and Salt Brook schools this spring.

Mayor's Designee – Lisa McKnight: Ms. McKnight shared that the municipal budget was presented on March 25th and it will be voted and approved on April 29th. Despite the challenge of increased costs for insurance, medical, pension, garbage, and recycling, the overall budget increase is under 2%. The finance committee is working on how to finance the police department and DPW renovations. May is mental health advocacy month.

DIRECTOR'S REPORT:

Ms. Maisch reminded the trustees to complete their annual financial disclosure. We have extended an offer to a Saturday children's librarian. A motion to hire this individual based on the terms in the offer letter was made by Mr. Ondris, seconded by Mr. Vidal and approved unanimously. The Koha migration has been difficult and

many MAIN libraries are disappointed in ByWater (the company which hosts Koha) and MAIN. Issues are expected to be fixed by mid-May otherwise ByWater is in breach of contract with financial implications. The study room glass walls will be installed on April 22nd. We have ordered 14 new square tables to replace the 8 existing rectangle tables throughout the library. There are potential budget cuts due to the federal government shutting down IMLS so we may lose our annual $7k state aid, library delivery costs may increase from $700 to $7k per year, and the Rev250 grant will likely be cancelled. We opened a new account with Brodart to ultimately replace Baker & Taylor, last week was National Library Week, and our new website and library calendar should launch in May.

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

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: Ms. Maisch said that the personnel policy approved last month reflects vacation increments of ½ day (or 3.5 hours). However, she recommends this be changed to 3-to-4 hours for employee flexibility. There were no objections so Ms. Maisch will amend the policy.

Sunshine: There was no report presented.

Building & Grounds: Mr. Vidal said that the building and grounds committee met to review the new layouts (three different iterations) from the architect which Ms. Maisch will explain. There was discussion of the three options with varying amounts of demolition, a curved driveway and patio, and ADA compliant patio and elevator, and gifting the original door frame to the historical society. The interior design will not change much regardless of the amount of demolition. Mr. Vidal said the building and grounds committee recommends hiring the architect to prepare cost estimates for the three iterations.

Finance: Mr. Cronin shared that we received the final audit report which was circulated to all. We received an unqualified opinion which is the best opinion we can get and the financials are fairly presented. A motion to accept the audit report as submitted was made by Mr. Cronin, seconded by Mr. Ondris and approved unanimously.

The budget is doing well through March; income is $2200 ahead of budget; expenses are $25k under budget, for an overall net $27k under budget.

Mr. Scopelliti suggested we renew the $109k certificate of deposit at a rate of 3.9% for nine months. A motion to renew the CD at 9 months for 3.9% was made by Mr. Scopelliti, seconded by Mr. Cronin, and approved unanimously.

ACTION ON BILLS:

Motion to approve the April 2025 Operating Account Special Gifts Account, and Debit Card Account Bills Payable: *P. Scopelliti*
Seconded: *J. Cronin*

Operating Account	$ 95,743.95
Special Gifts Account	$ 6,019.82
Debit Card Account	$ 418.41

Total	$102,182.18

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

OLD BUSINESS:

Background Check Policy: There was discussion of how the policy applies to current employees up for promotion, removing volunteers, and removing references to driving. A motion to approve the background check policy as drafted with discussed edits was made by Mr. Vidal, seconded by Mr. Ondris, and unanimously approved.

Policy Committee's annual review of Policy Manual: To be discussed next month.

Approve 2024 Audit: Already discussed.

NEW BUSINESS:

Capital Reserves: Mr. Scopelliti said that based on the audit report, we can move all or some of the $266,497 December 31, 2024 undesignated balance to reserves. A motion to move $175,000 into reserves for building & grounds and $5,500 into reserves for legal was made by Mr. Scopelliti, seconded by Mr. Cronin, and approved unanimously.

RESOLUTIONS:

Resolution No. 2025-03 – ENGBERG ANDERSON INC.

Authorizes that Engberg Anderson Inc. will be paid for their services. 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			
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 8:42 pm.

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Heather Paparo
Bookkeeper & Administrative Assistant

_____
Mark J. Ondris
President