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

LIBRARY BOARD OF TRUSTEES MEETING
April 16, 2024

AGENDA

Call to Order

Roll Call:

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

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

Friends Report

Approval of Minutes of the March 19, 2024 meeting

Communications – Stephen Vidal

Superintendent of Schools' Designee – Jon Keaney

Mayor's Designee – Lisa McKnight

Director's Report

Committee Reports

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

Action on Bills

Old Business

- Capital Reserves
- Employee Policies – compensated absences
- April 25th MAIN Consortium celebration
- Surety bond

New Business

- 2024 Audit
- Proposed revisions to bylaws

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

April 16, 2024

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

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on April 16, 2024 in the Conti Family Community Room.

Vice President John Cronin called the meeting to order at 7:07 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. President, Mark Ondris, arrived 7:13 pm.

PUBLIC HEARING:

Sangeeta Benbow, President of the Friends, and Donna Zane, member of the Friends, were in attendance.

FRIENDS REPORT:

Ms. Benbow announced that Donna Zane is the New Providence Citizen of the Month. The Friends have a new Trustee, Joyce Luzzi. Their spring appeal letters were mailed out today. Based on the positive feedback from the Board and others, they will plan another Murder Mystery to be held either November 9th or November 16th. The Friends have filed their Form 990 and are close to finalizing their 2023 audit. They have decided not to invest in a CD because they will likely need funds available for the Murder Mystery. The High School art show is on display.

APPROVAL OF MINUTES:

The March 19, 2024 Board meeting minutes should be edited as follows: "*The Board suggested that the Friends should do what works best for them...* "

Provided these corrections are made, a motion to approve the minutes of the March 19, 2024 Board meeting was made by Mr. Cronin and seconded by Mr. Ondris. The minutes of the March 19, 2024 Board meeting were approved unanimously with Mr. Keaney abstaining.

COMMUNICATIONS:

Board Secretary – Steve Vidal: There was no report presented. Ms. Maisch shared that a patron told circulation staff that NPML is superior to two libraries in North Carolina where she lived for 52 years.

Superintendent of School's Designee – Jon Keaney: Mr. Keaney said the new superintendent will be announced on April 25th. The dog therapy program has started and is a success so far. They held the 5th – 12th

grade choral festival, seven of the stem teams made it to the national competition in Nashville, there is a new Capstone project for 8th graders for which they are in need of judges, ESL night is happening at NPML, a new website is coming out with a new provider, they held author day at AWR, and will hold NJSLA testing in May.

Mayor's Designee – Lisa McKnight: There was no report presented.

DIRECTOR'S REPORT:

Ms. Maisch shared that to celebrate National Library week and Poetry Month, we had a prize wheel, launched a seed library and did yarn bombing on the front walkway. We terminated cleaning service with Dublin Maintenance and are happy thus far with our new cleaners Anago. Carpet will be installed soon in the Children's area. We are getting quotes for power washing the building. NPML will be present at the Green Fair in Centennial Park.

We hired our last substitute, Jen Hansen who is finishing her MLS degree. Jen will be hired at a rate of $28/hr now which will increase to $31.80/hr upon completion of her degree. Jen works at Madison and Long Hill libraries so since we are all in MAIN it is great to share substitutes who are already familiar with the system. A motion to hire Jen Hansen at $28/hr and increase to $31.80/hr upon degree completion was made by Mr. Ondris, seconded by Mr. Vidal, and approved unanimously.

Ms. Maisch plans to attend a virtual NJ State Library instructional webinar and will share what she learns at the May meeting. Wifi 6 has been installed. Our "Welcome to MAIN" celebration will be held April 25th at 6pm. Ms. Maisch reminded all Trustees to fill out the financial disclosure for the Borough.

A motion to accept the Director's Report as submitted was made by Mr. Cronin and seconded by Ms. Wilson. The Director's Report was approved unanimously.

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: To be discussed under New Business.

Sunshine: Ms. Wilson shared that she has started sending anniversary congratulations to staff to acknowledge their years of service at NPML.

Building & Grounds: There was no report presented.

Finance: Mr. Cronin said the $100k certificate of deposit will be renewed for another year at 4.75%. Our revenue is $1k ahead of budget, expenses have a $29k favorable variance, for an overall $30k favorable variance. Mr. Cronin explained that wages and FICA should have comparable variances but other costs were included in the FICA budget in error. When preparing the 2025 budget, we will not make this error.

ACTION ON BILLS:

Motion to approve the April 2024 Operating Account Special Gifts Account, and Debit Card Account Bills Payable:	*P. Scopelliti*
Seconded:	*J. Cronin*

Operating Account	$87,830.79
Special Gifts Account	$ 2,157.92
Debit Card Account	$ 1,387.13
Total	$91,375.84

Motion to pay the April 2024 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

OLD BUSINESS:

Capital Reserves: Mr. Cronin said, after discussion with the auditors, we recommend moving $200k of a possible $327k into reserves for building & grounds. A motion to move $200k into reserves for building & grounds was made by Mr. Cronin, seconded by Mr. Scopelliti, and approved unanimously.

Employee Policies & Compensated Absences: Ms. Maisch provided an overview of the highlighted proposed changes:

(1) examples to clarify language
(2) changed the wording of vacation time to PTO
(3) added a definition of hours of work
(4) removed time and a half wording for full time employees
(5) added how to calculate PTO

Mr. Scopelliti asked that the term "probationary period" be clarified so that it pertains to a six month period before staff can receive a salary increase.

Mr. Scopelliti explained that our compensated absences policy was discussed at length during the audit review. The audit report only refers to our terminal leave policy which covers how we compensate for unused sick leave upon someone's retirement. Mr. Scopelliti further said that it is not clear what information the auditors expect us to include in the audit report. Ms. Maisch said she confirmed with the auditors that they recommend including vacation and PTO balances as of December 31st. Since full time staff use their vacation there is nothing to reflect but PTO can be reflected.

It was agreed that sick leave will not be allowed as leave upon retirement or termination except as provided under Terminal Pay Upon Retirement. Unused sick leave upon retirement will be paid in one lump sum. Furthermore, sick leave will not be paid upon involuntary termination. A semi-colon was changed to a comma within the terminal pay language.

Mr. Ondris asked why "6 or more consecutive days" is the length of time required when an employee needs to provide proof of illness. Ms. Maisch responded that because employees need to stay home for five days upon a positive Covid test, it makes sense to require a doctor's note upon the sixth day.

A motion to accept the amended Personnel Policies and Procedures Manual was made by Ms. Wilson, seconded by Mr. Keaney, and approved unanimously with Mr. Scopelliti abstaining pending review of the final amended document.

April 25th MAIN Consortium celebration: Already discussed within the Director's Report.

Surety Bond: Mr. Ondris and Mr. Scopelliti explained that after some confusion regarding notes in the audit, the finance committee met to discuss what insurance is required for the Board. Ms. Maisch shared that upon

review of the Borough's JIF insurance coverage, we are confident that employees and Trustees are covered under JIF, so it raised the question of what additional coverage, if any, is needed. There is a $10k deductible on the JIF coverage, so this is likely why the Board, years ago, decided on their own $10k policy for each Trustee. Mr. Scopelliti said he is not certain any additional coverage is necessary.

Ms. Maisch explained that we have two kinds of coverage:

(1) nine Trustees are covered for $10k each (which pertains to the deductible under the JIF policy)
(2) Treasurer is bonded for $10k per Library law (however, our bylaws state that all Trustees who sign checks are to be bonded)

Mr. Ondris recommended that we follow a conservative approach and maintain the $10k coverage for nine Trustees and have a $10k bond for each check signer (which includes three Trustees and Ms. Maisch).

A motion to amend our insurance coverage so that nine Trustees are covered for $10k each and four check signers are bonded for $10k each was made by Mr. Scopelliti, seconded by Mr. Cronin, and approved unanimously.

NEW BUSINESS:

2024 Audit: Mr. Cronin shared that the draft audit report which was circulated is the final version. We received an unqualified opinion which is the best opinion we can get and the financials are fairly presented. There are no management letter comments or any internal control weaknesses. The auditors delivered the draft to us in February but we took time to discuss the notes in particular for insurance and compensated absences. This has been a learning experience. Mr. Scopelliti said he was surprised the auditors had language in the notes for many years but were not clear on the history of the language. Mr. Scopelliti asked if the Borough receives a copy of the audit report and Ms. Maisch responded yes.

A motion to accept the audit report as submitted was made by Mr. Cronin, seconded by Mr. Keaney and approved unanimously.

Proposed Revisions to Bylaws: No revisions are necessary because we are now including all check signers in the surety bond.

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. Scopelliti seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:30 pm.

Heather Paparo	Mark J. Ondris
Bookkeeper & Administrative Assistant	President