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

LIBRARY BOARD OF TRUSTEES MEETING
September 17, 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 June 18, 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

Old Business

- Background check vendors
- Emergency action plan (10/2 & 10/14)

New Business

- Motion to approve SGA Miscellaneous purchases
- MAIN's annual letter and review
- 10/27 NP Street Fair
- 11/16 Murder Mystery

Action on Bills

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

September 17, 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. Miller	Ms. A. Wilson*

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on September 17, 2024 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.

Ms. McKnight was not present for roll call but arrived at 7:31 pm.

PUBLIC HEARING:

Donna Zane, member of the Friends, was in attendance.

FRIENDS REPORT:

Ms. Zane said that tickets for the Murder Mystery are now on sale. It will be held November 16th from 6-9pm at the Paca Club. Tickets are $125 and the theme is Tinseltown. Attendees may dress up as their favorite movie star. Concerts have begun and the craft fair is scheduled for October 19th. The current art display is watercolors by Joyce Luzzi and the cabinet display is woodworking by Kirk Dackow.

APPROVAL OF MINUTES:

A motion to approve the minutes of the June 18, 2024 Board meeting was made by Mr. Cronin and seconded by Ms. Wilson. The minutes of the June 18, 2024 Board meeting were approved unanimously.

COMMUNICATIONS:

Mr. Ondris reminded everyone that when Ms. Maisch sends emails to the board, please don't "reply all" but rather "reply only" to Ms. Maisch and/or to the relevant committee members, if any.

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

Superintendent of School's Designee – Jon Keaney: Mr. Keaney said the school district hired 16 new teachers, they held a "Building Community" day for teachers, and introduced teachers to "Magic School" an AI program. All schools opened successfully and athletics and band programs have begun. A new assistant superintendent has been hired, there will be an ESL family night at NPML, and back-to-school night is tonight and tomorrow.

Mayor's Designee – Lisa McKnight: Ms. McKnight said that repaving of South Street won't be done until the spring of 2025 due to some issues. There is no update on the timing of the Passaic Street bridge repairs. Summit Health will open offices in the old Bank of America building on South Street. The town will be hosting several fall events including scarecrows, car shows, pumpkin carvings, and a street fair.

DIRECTOR'S REPORT:

Ms. Maisch said that NPML staff and NP school district staff worked collaboratively to make summer reading a huge success. There were over 700 participants compared to 426 last year. Mr. Ondris asked Ms. Maisch to thank her staff on behalf of the board. Ms. Maisch updated the board on recent building issues including shop vacuuming flood waters in the basement and cleaning up human excrement indoors and outdoors. To help with difficult cleaning situations such as these, Mr. Ondris made a motion to hire an emergency clean up service on an as-needed basis up to $500; if the cost estimate exceeds $500, then the Finance Committee is to be notified. Mr. Cronin seconded the motion, and the motion passed unanimously. Ms. Maisch shared that our most recent roof leaks are now coming through the ceiling in the electrical/server closet. She confirmed that the Borough is still planning on replacing the roof in 2024.

Ms. Maisch said that the ALA Annual Conference in San Diego was phenomenal and she thanked the board for the great experience to attend and present.

We have received positive feedback on both our new work pods and outdoor dragon statue. Recent outreach efforts include going to Lantern Hill and attending the NP book festival. We are working with the NP police department to create an emergency threat action plan.

There are a few technology updates: TBS is replacing Envisionware, deep freeze was installed on laptops, Verizon came to trouble shoot several outages, new filters have been installed for illegal content, and MAIN consortium finished an RFP process for a new ILS system.

We received a reply from the NJ DEP that our wetlands buffer zone must be 150 feet rather than 50 feet we had hoped. Surveys have been filed with the DEP. Ms. Maisch said the estimate to revise the architectural renderings within these new boundaries is $27k. Mr. Ondris suggested that the Building Committee discuss separately and make a proposal to the board at the October 15th meeting.

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: There was no report presented.

Sunshine: Ms. Maisch thanked Ms. Wilson for sending anniversary notes to staff.

Building & Grounds: There was no report presented.

Finance: Mr. Cronin said our budget is doing great with an overall $84k favorable variance. Several expenses have positive variances, some due to MAIN savings, and others will even out by year end. Mr. Cronin wants to watch rates and put another $100k into a CD.

ACTION ON BILLS:

Motion to approve the July, August, and September 2024 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable: *J. Cronin*
Seconded: *M. Ondris*

	JULY	AUGUST	SEPTEMBER
Operating Account	$119,423.16	$46,896.78	$79,390.77
Special Gifts Account	$ 191.17	$ 1,207.78	$ 482.53
Debit Card Account	$ 865.60	$ 398.30	$ 404.30
Total	$120,479.93	$48,502.86	$80,277.60

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

OLD BUSINESS:

Background Check Vendors: Ms. Maisch said that while we have already agreed to do background checks, we need to discuss and decide the specifics. Ms. Maisch said many libraries are doing a variety of background checks but few are doing both fingerprinting and background checks. There was discussion about fingerprinting, staff interactions with children, supervision of volunteers, and when to draft new policies.

It was decided to do background checks on employees and adult volunteers; there will be no fingerprinting. Ms. Maisch will obtain a sample policy from MAIN and provide such to Mr. Ondris who will draft policies. A motion to do background checks through NSA on employees and adult volunteers at a cost of $49.95 per person was made by Mr. Ondris, seconded by Ms. Wilson, and approved unanimously.

Emergency Action Plan: Ms. Maisch said that we had originally planned for staff development day to be held on October 14th with the NP Police Department. However, the NPPD is unavailable October 14th; they are available October 2nd. A motion to close the library for staff development day on October 2nd and remain open on October 14th was made by Mr. Ondris, seconded by Mr. Keaney, and approved unanimously.

NEW BUSINESS:

Motion to Approve SGA Purchase: A motion to spend $281.10 for items pertaining to the outside dragon with SGA Miscellaneous funds was made by Mr. Cronin, seconded by Mr. Ondris, and approved unanimously.

MAIN's Annual Letter & Review: Ms. Maisch said that MAIN's 2023 Annual Report was circulated to all. MAIN has a new outreach engagement professional. NPML was the newest member to join MAIN in 2023 and since then four more libraries have joined. A motion that the board confirms it has read the annual report was made by Mr. Keaney, seconded by Mr. Ondris, and approved unanimously.

NP Street Fair: Ms. Maisch said that the NP Street Fair is scheduled for October 27th and we need a few Trustees to volunteer. Mr. Cronin, Mr. Ondris, Ms. Licari, and Ms. Wilson offered to volunteer.

Murder Mystery: Ms. Maisch said tickets are available for purchase on the NPML website or at our circulation desk. We will do a chalk outline crime scene at the street fair in front of NPML's booth to draw attention and encourage the public to purchase tickets.

CLOSED SESSION:

There was no business requiring a closed session.

ADJOURNMENT:

There being no further business, Mr. Cronin made a motion to adjourn the meeting. Ms. McKnight seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:33 pm.

Heather Paparo	Mark J. Ondris
Bookkeeper & Administrative Assistant	President