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

LIBRARY BOARD OF TRUSTEES MEETING
October 15, 2024

AGENDA

Call to Order

Roll Call:

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

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

Friends Report

Approval of Minutes of the September 17, 2024 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 update
- Emergency action plan & staff development day
- 10/27 NP Street Fair
- 11/16 Murder Mystery

New Business

- MAIN updates (new ILS system, growth, and rebranding)
- John Cronin's 10 year anniversary
- Finance Committee meetings to discuss 2025 budget
- MAIN Trustee Panel about Capital Accounts 10/23 @ 7pm
- Discuss 2025 Board of Trustee meeting dates, holidays & closing dates

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

October 15, 2024

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

(* indicates present)

A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on October 15, 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.

PUBLIC HEARING:

Kathryn Biber, President of the Friends, and Donna Zane, member of the Friends, were in attendance.

FRIENDS REPORT:

Ms. Biber, President of the Friends, introduced herself to the Board. She encouraged all who may be interested to purchase tickets for the November 16th Murder Mystery fundraiser. The Friends have only sold 32 of 75 tickets thus far. Ms. Biber and Ms. Benbow (prior President of the Friends) attended a Friends Consortium meeting. The craft fair is this Saturday, the Historical Society will have a 300-year anniversary display of NP based art work, and the "Friends of The Library Week" is next week.

APPROVAL OF MINUTES:

A motion to approve the minutes of the September 20, 2024 Board meeting was made by Ms. McKnight and seconded by Mr. Cronin. The minutes of the September 20, 2024 Board meeting were approved unanimously with the exception of Mr. Vidal and Ms. Miller who abstained.

COMMUNICATIONS:

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

Superintendent of School's Designee – Jon Keaney: There was no report presented.

Mayor's Designee – Lisa McKnight: Ms. McKnight reported that Council is discussing financing options for a police department expansion which will cost an estimated $10m. The police department currently resides in three rooms in Borough hall with no female facilities. They did consider a renovation but to stay compliant and up to code, a renovation would have cost more than a demolition and rebuild.

DIRECTOR'S REPORT:

Ms. Maisch shared that she and Ms. McKnight met with Borough employees to define maintenance responsibilities of NPML's building/grounds. In general, the Borough is responsible for our roof replacement, HVAC replacement, paving of parking lots, landscaping, and snow removal, while NPML is responsible for regular maintenance. There are still some gray areas but we will continue to keep communication open on a case by case basis and continue to send capital projects to the Borough. Mr. Scopelliti asked if there are any pending capital projects other than the roof replacement. Ms. Maisch said our parking lots are in need of repaving. Ms. Maisch added that only those portions of the roof that are 25+ years old are being replaced.

We have begun using Positive Pay for Fraud/Risk Management with Citizens Bank. This is a fraud protection program required of all government accounts. We have been notified that our 2025 1/3 Mill allocation is $1,259,490, up $80k from 2024. We held our staff development day on October 2nd which included an active shooter presentation by NPPD and de-escalation drills. We met with the school district assistant superintendent at our last staff meeting.

When we remind patrons of our resources via social media marketing, usage of those resources jumps. Most recently, usage of BrainFuse HelpNow (a virtual tutoring service for grades K-12) tripled. Mr. Cronin suggested that it may be helpful to create a video tour of resources offered at NPML. Ms. Maisch said that we recently started using social media to showcase the impact of what we have to offer; she shared a Facebook video reel.

MAIN has decided to move to the Koha ILS systems when their contract with Polaris/Leap runs out in 2025. Patrons won't experience any change on their end. Libraries joining MAIN in 2025 include: Warren County, Berkeley Heights, Sussex County, Sparta, and Somerset County. As a result of its growth, MAIN will be rebranding itself in 2025.

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

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: Mr. Ondris shared he will draft background check policies and procedures.

Sunshine: There was no report presented.

Building & Grounds: Mr. Vidal said that he, Mr. Ondris, and Ms. Maisch met on September 23rd to discuss next steps after receiving a response from the DEP that we must adhere to a 150 feet buffer and therefore cannot expand as originally planned. Our biggest priority for our patrons is 2-4 person meeting rooms and smaller conference rooms. There was discussion about the front entrance location, book drop location, and u-shape driveway. Ms. Maisch said the cost estimate from Thirdway Inc. and Engberg Anderson Inc. to revise plans is $4,000 and $23,020 respectively.

Finance: Mr. Cronin said our budget is doing great with an overall $103k favorable variance. There was discussion of renewing the $400k CD, rates, and putting additional funds into a CD. Ms. McKnight will research rates and contact Mr. Scopelliti before the CD matures. It was decided to hold off on putting any additional funds into a CD until after year end.

ACTION ON BILLS:

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

Operating Account	$76,407.69
Special Gifts Account	$ 1,187.97
Debit Card Account	$ 1,033.57
Total	$78,629.23

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

OLD BUSINESS:

Background Check Policy: Mr. Ondris will draft background check policies and procedures.

Emergency Action Plan: Discussed above.

NP Street Fair: Ms. Maisch reminded the board members of their volunteer shifts at the NP Street Fair.

Murder Mystery: Ms. Maisch thanked Mr. Ondris for purchasing a ticket for a librarian to attend the Murder Mystery in his place.

NEW BUSINESS:

MAIN Updates: Discussed above.

John Cronin's 10 Year Anniversary: Ms. Maisch presented Mr. Cronin with an envelope and 10 year anniversary pin to celebrate his 10 years of service on the NPML Board of Trustees. Mr. Cronin thanked Ms. Maisch and said he is grateful for Betty Metzger, his mentor.

Finance Committee Meeting: Ms. Maisch will meet with the finance committee by early November to discuss the 2025 budget.

MAIN Trustee Panel: Ms. Maisch said that if any board member wants to register for the MAIN Trustee Panel she can assist with registration. This is a Zoom panel which counts towards education requirements.

2025 Board of Trustee Meeting Dates & Holidays: Ms. Maisch shared the preliminary 2025 board meeting schedule and holiday schedule. There was discussion of dates and back to school nights. There will be no vote tonight but it is to be reviewed and voted at the November 19th meeting.

RESOLUTIONS:

Resolution No. 2024-01 – THIRDWAY INC. & ENGBERG ANDERSON INC.

Authorizes that Thirdway Inc. and 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	
A. Miller	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. Conin seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:25 pm.

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Heather Paparo
Bookkeeper & Administrative Assistant

_____
Mark J. Ondris
President