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

LIBRARY BOARD OF TRUSTEES MEETING
January 21, 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 December 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

- Approval of the 2025 Slate of Officers
- Background check policy

New Business

- New NPML Website ($4,388.70 from SGA Miscellaneous, balance up to $3k from Tech Reserve)
- NP Borough Board, Commission and Committee Handbook Review
- Board of Trustees Onboarding packet review
- Announce Board Committees
- Review Strategic Plan roadmap

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

January 21, 2025

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 January 21, 2025 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:02 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:

Sangeeta Benbow, Secretary of the Friends, and Kathryn Biber, President of the Friends were in attendance.

FRIENDS REPORT:

Ms. Benbow shared that this will be her last meeting as a liaison for the Friends and she thanked the Board for welcoming and supporting her. Ms. Benbow introduced Ms. Biber, the new President of the Friends. Ms. Benbow is now Secretary of the Friends. On behalf of the entire library, Ms. Maisch thanked Ms. Benbow for her efforts and service. Ms. Biber shared that the Murder Mystery resulted in a $6,500 net profit. The Friends recently gave NPML $14,600 for programs, museum passes, and Swank movie license. The Friends plan to discuss funding for NPML's study rooms.

APPROVAL OF MINUTES:

A motion to approve the minutes of the December 17, 2024 Board meeting was made by Mr. Vidal and seconded by Mr. Cronin. The minutes of the December 17, 2024 Board meeting were approved unanimously.

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: There was no report presented.

DIRECTOR'S REPORT:

Ms. Maisch shared a draft design of study rooms with glass walls and bench seating at an estimated cost of $18k. She explained the layout and shared that the spaces already have existing ventilation, power, and light

sources. A donor recently purchased tables and chairs for the study rooms. Since the study rooms will go where the existing book drops are located, Ms. Maisch is looking into getting used book drops from other libraries, versus purchasing new. The Friends will meet in February to discuss how much they will donate towards the project. Ms. Maisch asked for a motion to pay for the balance not covered by the Friends from the Reserve for Building. A motion by Mr. Cronin to pay the balance from the Reserve for Building was seconded by Mr. Vidal and unanimously approved. There was discussion of how patrons reserve the rooms.

Ms. Maisch shared that we are working on a new NPML website. She proposed using the $4,388.70 in SGA Miscellaneous for this project and the balance, up to $3k, from Reserve for Technology. A motion by Mr. Scopelliti to fund the website project as follows: $4,388.70 from SGA Miscellaneous and the balance, up to $3k, from Reserve for Technology was second by Mr. Cronin and unanimously approved.

Ms. Maisch said that the staff holiday party is scheduled for January 30th. There was discussion of closing early. A motion by Mr. Ondris to close at 3pm on January 30th for staff development was seconded by Mr. Vidal and unanimously approved.

Ms. Maisch is nominating Phillip Berg, Executive Director of Main Library Alliance, for the New Jersey Library Association Service Award.

There was discussion of the renovation project and the latest design including a u-shape driveway. The driveway would be the next project to tackle after study rooms. We may qualify for grant funding because the driveway would allow for a handicap accessible book drop.

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

COMMITTEE REPORTS:

Personnel: There was no report presented.

Policy: To be discussed later.

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 is meeting with the auditor on February 4th to discuss the 2024 audit. They will aim to distribute the audit report at the March meeting and vote at the April meeting. The budget is doing well. Income is $7,600 over budget, expenses are $86k under budget, for an overall net $94k under budget.

ACTION ON BILLS:

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

Operating Account	$91,896.16
Special Gifts Account	$ 4,159.71
Debit Card Account	$ 1,473.81

Total	$97,529.68

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

OLD BUSINESS:

2025 Slate of Officers: On behalf of the Nominating Committee, Ms. Licari presented the new Slate of Officers for 2025:

President: Mark Ondris
Vice-President: John Cronin
Treasurer: Perry Scopelliti
Secretary: Steve Vidal

There were no nominations from the floor.

A motion by Ms. Licari to approve the 2025 Slate of Officers as presented by the Nominating Committee was seconded by Mr. Ondris and unanimously approved.

Background Check Policy: Ms. Maisch shared what she learned from an NJLA presentation on background checks and that the overall recommendation is that we do not do background checks on existing staff but only for new hires, new volunteers, and staff promotions. There was discussion of the pros and cons of doing background checks on existing staff, procedures, and timing of an appeal process. The consensus was that background checks will be done on new hires, new volunteers, and staff promotions. Mr. Ondris will amend the draft policy and circulate it in advance of February's meeting.

NEW BUSINESS:

New NPML Website: Already discussed.

NP Borough Board, Commission and Committee Handbook Review: Already discussed.

Board of Trustees Onboarding Packet Review: Ms. Maisch explained that she drafted the onboarding packet based on a packet MAIN provides to its board, which includes Robert's Rules of Order and a monthly check list of tasks. Ms. Maisch asked the Trustees to review the packet and in February either make suggested changes or adopt the packet as-is.

Announce Board Committees: Ms. Maisch said another best practice she would like to follow is announcing the committee members annually for the following committees:

Personnel
Policy
Sunshine
Building & Grounds
Finance
Nominating

In February, Mr. Ondris will ask the board who wants to be on which committee. Going forward, this will be done in January.

Review Strategic Plan Roadmap: Ms. Maisch reminded everyone of our Strategic Goals:

Fully aware community
Programming excellence & expanded outreach
User focused policies & staffing
Focused collection & services
Upgraded facilities

CLOSED SESSION:

There was no business requiring a closed session.

ADJOURNMENT:

There being no further business, Mr. Scopelliti made a motion to adjourn the meeting. Mr. Vidal seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:30 pm.

Heather Paparo
Bookkeeper & Administrative Assistant

Mark J. Ondris
President