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

LIBRARY BOARD OF TRUSTEES MEETING
February 18, 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 January 21, 2025 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
- Board of Trustees Onboarding Packet

New Business

- Announce Board Committee Members
- Personnel Committee's annual review of Personnel Manual
- Policy Committee's annual review of Policy Manual
- Finance Committee's report on meeting with auditor

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

February 25, 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 February 25, 2025 in the Conti Family Community Room.

Vice President John Cronin 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 was in attendance.

FRIENDS REPORT:

Ms. Biber shared that the Sumi-e Art Group is on display and there will be an interactive art show and reception on March 8th. Ms. Biber presented Ms. Maisch with a check for $10k to be used towards the new study room walls. Ms. Maisch thanked Ms. Biber for funding this project. Their spring appeal will go out at the end of March and they hope to raise more funds then.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January 21, 2025 Board meeting was made by Mr. Vidal and seconded by Mr. Scopelliti. The minutes of the January 21, 2025 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 said she is working on the State Report, some data which now is provided by MAIN. She has chosen a more cost effective vendor for the study room walls. We are still considering refurbishing the Madison Library book drop box, however, it may be better to buy a drive-up book drop now at $9,300. There

was discussion of the pros and cons of purchasing a new one now. She expects to receive three new design iterations from the architect shortly.

We partnered with the Borough for their Wellness Challenge, donated items for tricky tray baskets for various town events, and our children's librarians have scheduled spring meeting dates with AWR. First graders from Salt Brook visited the library and received their first library card.

We are in the midst of three technology upgrades:

(1) ILS migration from Polaris to Koha (expected to go live March 24th)
(2) new library calendar that will reside in NPML website (expected to go live April-May)
(3) new NPML website with a new NPML logo (expected to go live end of May)

Ms. Maisch and supervisors are currently conducting staff performance evaluations. Ms. Maisch asked for a motion to raise Jen Hansen's hourly wage from $28.84 to $32.00 now that she has completed her MLS. A motion to raise Jen Hansen's salary from $28.84 to $32.00 was made by Mr. Vidal, seconded by Ms. Wilson, and approved unanimously.

Mr. Vidal 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: There was no report presented.

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 met with the auditor on February 4th. The Finance Committee received a first draft of the audit last week and will meet to discuss in the coming weeks. For 2025, most income is ahead of budget, expenses are under budget, for an overall net $11k under budget.

ACTION ON BILLS:

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

Operating Account	$88,430.07
Special Gifts Account	$ 9,446.52
Debit Card Account	$ 548.48
Total	$98,425.07

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

OLD BUSINESS:

Background Check Policy: There was discussion of promotions, suspensions, volunteers, and book mobiles. To be discussed further next month.

Board of Trustees Onboarding Packet: There was some discussion of a few edits. A motion to accept the Onboarding Packet, the version which was last updated on February 25, 2025, was made by Mr. Cronin, seconded by Mr. Vidal, and unanimously approved.

NEW BUSINESS:

Announce Board Committee Members: Mr. Cronin asked if anyone present wants to join a committee, to please speak up. The committee members were appointed as follows:

Personnel – Mr. Ondris, Mr. Cronin, Ms. Miller
Policy – Mr. Ondris, Ms. Wilson
Building & Grounds – Mr. Ondris, Mr. Vidal, Ms. Licari
Finance – Mr. Ondris, Mr. Cronin, Mr. Scopelliti
Nominating – Ms. Wilson, Ms. Licari

Personnel Committee's annual review of Personnel Manual: Mr. Cronin asked that employees confirm receipt of the manual by signing a signature page. Ms. Maisch will edit the manual to add a signature page. To be discussed further next month.

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

Finance Committee's report on meeting with auditor: Already discussed.

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 8:07 pm.

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Heather Paparo
Bookkeeper & Administrative Assistant

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John Cronin
Vice President