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

# LIBRARY BOARD OF TRUSTEES MEETING
## June 17, 2025

## AGENDA

**Call to Order**

**Roll Call:**

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

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

**Friends Report**

**Approval of Minutes** of the April 15, 2025 meeting

**Communications** – Stephen Vidal

**Superintendent of Schools' Designee** – Jon Keaney

**Mayor's Designee** – Lisa McKnight

**Director's Report**

**Committee Reports**

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

**Action on Bills**

**Old Business**

- Policy Committee's annual review of Policy Manual
- Summary Judgement from Drew Bradford lawsuit

**New Business**

- Website & LibraryCalendar preview
- Preview mockups of renderings by architect
- Update on driveway project
- Motion for E.R. pay rate change

**Motion to Recess to Closed Session, if necessary**

**Adjournment**

# New Providence Memorial Library
# BOARD OF TRUSTEES MEETING

## June 17, 2025

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

(* indicates present)

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A regular meeting of the Board of Trustees of the New Providence Memorial Library was held on June 17, 2025 in the Conti Family Community Room.

President Mark Ondris called the meeting to order at 7:00 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. Katharyn Banks was in attendance.

***FRIENDS REPORT:***

Ms. Biber shared that the Friends held their last meeting before summer. They received roughly the same amount of donations from their spring appeal this year as last year. They have some new ideas for fundraising, including a food truck event, women's accessory sale, and trivia night. They will continue to advertise the community art show, museum passes, and other events to social media including a newly launched Instagram account.

***APPROVAL OF MINUTES:***

A motion to approve the minutes of the April 15, 2025 Board meeting was made by Mr. Scopelliti and seconded by Ms. Wilson. The minutes of the April 15, 2025 Board meeting were approved unanimously.

***COMMUNICATIONS:***

**Board Secretary – Steve Vidal:** No report was presented.

**Superintendent of School's Designee – Jon Keaney:** No report was presented.

**Mayor's Designee – Lisa McKnight:** No report was presented.

***DIRECTOR'S REPORT:***

Ms. Maisch shared that our new glass study rooms have been installed and we have purchased 14 square tables to replace 8 rectangular tables throughout the library resulting in more seating for patrons. The driveway project is moving forward, which will be funded from building reserves via a resolution. Ms. Maisch shared the

engineer's renderings of the driveway including a new sign to go in the lawn area between the entrance and exit driveways. Unfortunately, we were not awarded the REV250 Grant. MAIN had a meeting about standardizing loan periods; 77% voted in favor of the changes, including Ms. Maisch. Our librarians visited every NP school to promote summer reading which begins June 19th with a "Color our World" theme. To further promote summer reading, we held a banjo and drum event, a petting zoo event, and a balloon animal event. Ms. Maisch presented a three hour workshop at the NJLA Conference and she is writing a testimonial about how joining MAIN has positively affected us.

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

***COMMITTEE REPORTS:***

**Personnel:** Mr. Ondris said that he is the acting role of the personnel committee until someone else joins.

**Policy:** To be discussed in Old Business.

**Sunshine:** Ms. Wilson shared a thank-you note she received from A.S. for recognizing her 10 year anniversary.

**Building & Grounds:** To be discussed later.

**Finance:** Mr. Cronin shared that the budget is doing well; income is $5k ahead of budget; expenses are $32k under budget, for an overall net $37k under budget. Mr. Scopelliti renewed the $109k certificate of deposit at a rate of 3.9% for nine months. After speaking to Citizens Bank about interest rates, Ms. Maisch was able to get Citizens to agree to pay 3% interest on our accounts.

***ACTION ON BILLS:***

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

| | |
|---|---|
| Operating Account | $ 94,262.58 |
| Special Gifts Account | $ 7,011.12 |
| Debit Card Account | $ 749.29 |
| Total | $102,022.99 |

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

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

| | |
|---|---|
| Operating Account | $122,166.13 |
| Special Gifts Account | $ 1,763.90 |
| Debit Card Account | $ 426.03 |
| Total | $124,356.06 |

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

***OLD BUSINESS:***

**Policy Committee's annual review of Policy Manual:** Mr. Ondris introduced that we are going to align our policy with MAIN and then Ms. Maisch went through the various lending periods in the policy. Mr. Ondris asked if there were any questions and if board members were ready to vote tonight. A motion to update the policy effective August after MAIN implements changes was made by Ms. Wilson, seconded by Mr. Cronin, and approved unanimously.

**Summary Judgement from Drew Bradford lawsuit:** Ms. Maisch said that a judge has dismissed the case with prejudice which means Mr. Bradford cannot contact us any further.

***NEW BUSINESS:***

**Website & LibraryCalendar Preview:** Ms. Maisch unveiled the library's new website, demonstrating the links on the home page which include curated book lists, best sellers, and online resources. She also unveiled the new LibraryCalendar which allows patrons to register for events directly online and to make meeting/study room reservations. Mr. Vidal asked how we are promoting the study rooms and Ms. Maisch explained through Facebook, Instagram, signs in the library, TAP article, and word of mouth. Mr. Scopelliti asked how/who maintains the website and Ms. Maisch explained that it is a WordPress site that we update internally.

**Preview mockups of renderings by architect:** Ms. Maisch shared slides of the architect's renderings and explained the purpose of each interior area. There was discussion of the exterior of the building. The total estimated cost is $17m if completed in 2027 or $23m if completed in 2031. There was discussion of the different roof line options which are dependent upon on varying degrees of demolition. Ms. Maisch suggested that the building committee discuss these points in more depth with the architect. Mr. Vidal asked to get an estimate on how much a 3D model would cost, which is exterior only.

**Update on Driveway Project:** To begin the driveway project, Ms. Maisch said we first need a resolution to authorize that the cost be funded from building reserves, then she will present the project to Borough Council for their approval because they own the property. Ms. Maisch already wrote a letter to Borough Council about the project including the benefits: (1) patrons entering and exiting the current driveway is dangerous and (2) patrons with accessibility needs can return materials directly into the book return drop from their car. Mr. Ondris asked if anyone had any questions or concerns. Ms. Maisch asked that some board members join her when she presents the project to Borough Council in the coming months. There was discussion if we would be required to go before the zoning or planning board and if an attorney would be required.

There was discussion about changing the library's closing time from 8:30pm to 9:00pm. A motion to authorize the Director to change the library's closing time from 8:30pm to 9:00pm effective July 1, 2025, was made by Mr. Ondris, seconded by Mr. Cronin, and approved unanimously.

**Motion for E.R. pay rate change:** Ms. Maisch shared that E.R. completed her MLS degree and has accepted a full time position elsewhere. However, she will continue at NPML as a substitute. Ms. Maisch asked for a motion to adjust E.R.'s hourly wage to $32.00 now that she is a substitute. A motion to adjust E.R.'s hourly wage to $32.00 was made by Mr. Cronin, seconded by Mr. Scopelliti, and approved unanimously.

*RESOLUTIONS:*

**Resolution No. 2025-04 – DRIVEWAY PROJECT**

Authorizes that certain expenditures will be paid from the building reserves for the driveway project. The Resolution was approved as follows:

**RECORD OF BOARD VOTE**

| | AYE | NAY | ABSENT | NOT VOTING |
|---|---|---|---|---|
| J. Cronin | X | | | |
| J. Keaney | | | X | |
| S. Licari | 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. Scopelliti seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 8:50 pm.

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Heather Paparo
Office Manager

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Mark J. Ondris
President