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

LIBRARY BOARD OF TRUSTEES MEETING
September 15, 2025

AGENDA

Call to Order

Roll Call:

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

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

Friends Report

Approval of Minutes of the June 17, 2025 and June 26, 2025 meetings

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

- Update on driveway project
- Review of 3D architect renderings for renovation project @ 7:30pm

New Business

- Resolution 2025-7 Technology Hardware Purchases
- Motion to approve re-hire of Sub Circ Assistant and hire of two Sub Librarians
- LUCC Legislative Breakfast 10/29/25
- NP Pioneer Day 10/26/25
- Policy Amendment for forms
- Identify new Personnel Committee members
- Board President's letter to the community
- Friends President's letter to the community

Motion to Recess to Closed Session, if necessary

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING

September 15, 2025

Board of Trustees:	Ms. K. Banks*	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)

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

FRIENDS REPORT:

Ms. Biber shared that the Friends plan to streamline communications including publications and Facebook posts. During October, they plan to sell garden bulbs and hold a craft fair, and they will hold a women's accessories sale in December. Unfortunately, the food truck event has been postponed until spring. They raised $140 from yesterday's concert which the crowd very much enjoyed. Ms. Biber is creating a new Friends brochure which she hopes to have ready for Pioneer Day.

APPROVAL OF MINUTES:

A motion to approve the minutes of the June 17, 2025 and June 26, 2025 Board meetings was made by Mr. Scopelliti and seconded by Ms. Wilson. The minutes of the June 17, 2025 and June 26, 2025 Board meetings were approved unanimously.

COMMUNICATIONS:

Board Secretary – Steve Vidal: In Mr. Vidal's absence, Ms. Maisch shared that Mr. Vidal sent thank you notes to the children who donated their proceeds from lemonade sales and art sales to NPML. A resident sent a letter to the Mayor expressing their disappointment that trees were removed on NPML property in order to facilitate the exit driveway. Ms. Maisch said overall, the driveway project has been well received. There was discussion of the overgrowth on Lincoln Lane into the patron parking lot and that it should be maintained better.

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

Mayor's Designee – Lisa McKnight: Ms. McKnight shared that the Borough is working with New Jersey Transit to repair the railroad track paving on the intersection of Central and Livingston Avenues. A new bridge

is being constructed at the NP Community Pool. The Passaic Street bridge construction is almost complete; the project was delayed due to an issue with the water utility company.

DIRECTOR'S REPORT:

Ms. Maisch shared that the new exit driveway is complete and there will be a ribbon cutting ceremony on September 22nd at 5pm. Some budget items impacted for 2026 include delivery, insurance and healthcare. The State has increased the bid threshold from $44k to $53k. We have been awarded the NJ American Water Grant to partially fund a bottle filler in place of our existing water fountain. We have also been awarded a collection development grant from ALA for the Yiddish Book Center's "Between Two Worlds" program. To improve our outreach, we have ordered four new library card designs and in October patrons will be invited to exchange their old card for a new card. Ms. Maisch asked the board members to volunteer for shifts at Pioneer Day. Ms. Maisch asked for a motion to rehire a Substitute Circulation Assistant and to hire two new Substitute Librarians. A motion to rehire a Substitute Circulation Assistant and hire two new Substitute Librarians was made by Mr. Ondris, seconded by Ms. McKnight, and approved unanimously.

Ms. Maisch said that all who attended the ALA conference brought back a lot of information. Summer Reading was a success with 1041 participants. More patrons visit the library during the summer months, despite being closed on Sundays, thanks to Summer Reading. There was discussion of the pros and cons of being open on Sundays with regards to costs, patron traffic, etc. We purchased a new projector and screen for use in the Coddington room. MAIN (Morris Automated Information Network) will rebrand in January 2026 because they have expanded to so many counties beyond Morris County.

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

COMMITTEE REPORTS:

Personnel: No report was presented.

Policy: To be discussed in New Business.

Sunshine: Ms. Wilson shared that J.M.'s 20 year anniversary was celebrated.

Building & Grounds: Already discussed.

Finance: Mr. Cronin shared that the budget is doing well; income is $12k ahead of budget; expenses are under budget, for an overall net $75k under budget. Since the operating account is strong and our CD matures on November 1st, Mr. Cronin would like to put additional excess cash into the CD.

ACTION ON BILLS:

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

Operating Account	$ 89,787.44
Special Gifts Account	$ 289.18
Debit Card Account	$ 471.50
Total	$ 90,548.12

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

Operating Account	$ 91,847.31
Special Gifts Account	$ 852.76
Debit Card Account	$ 723.86
Total	$ 93,423.93

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

Operating Account	$121,136.69
Special Gifts Account	$ 658.96
Debit Card Account	$ 412.87
Total	$122,208.52

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

OLD BUSINESS:

Update on Driveway Project: Already discussed.

Review of 3D architect renderings: Mr. Joe Huberty of Engberg Anderson Inc (via Zoom) went through the general layout of the building design including new interior 3D renderings. The cost estimate is $17m to build now and $27m to build in 2032. Ms. McKnight asked if NPML would be open during the renovation. Ms. Maisch said yes, we would have limited space in the old areas while they construct new areas, and then we would go in the new area during renovation of the old area.

NEW BUSINESS:

LUCC Legislative Breakfast: The LUCC breakfast will be held at the Union Library on October 29th. The purpose is to discuss library advocacy. County Commissioners, Borough Council, Directors, and Trustees are invited. Ms. Maisch, Ms. Wilson, and Mr. Scopelliti will attend.

NP Pioneer Day: Ms. Maisch said that Pioneer Day is scheduled for October 26th and we need a few Trustees to volunteer. Mr. Ondris, Mr. Cronin and Ms. Banks volunteered.

Policy Amendment for forms: Ms. Maisch shared that she added an Appendix for all forms to the Library Policies, which can be found on our website. A motion to amend the policy to include the Appendix was made by Mr. Ondris, seconded by Ms. McKnight, and approved unanimously. Ms. Maisch requested she get a business cell phone and Mr. Ondris agreed to her request.

Identify new Personnel Committee Members: Ms. Banks volunteered to join the committee.

Board President's & Friends President's letters to the community: In the 2025 Annual Report, Ms. Maisch would like to include a letter from the President of the Board of Trustees and a letter from the President of the Friends. Mr. Ondris and Ms. Biber agreed to prepare such letters by the end of December.

RESOLUTIONS:

Resolution No. 2025-07 – TECHNOLOGY HARDWARE PURCHASES

Authorizes that new technology hardware be purchased with funds from the Reserve for Technology Upgrades and Improvements. The Resolution was approved as follows:

RECORD OF BOARD VOTE

	AYE	NAY	ABSENT	NOT VOTING
K. Banks	X			
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:

Mr. Cronin made a motion to go into closed session at 8:16 pm. Mr. Scopelliti seconded the motion and the motion was passed unanimously.

Mr. Ondris made a motion to move out of closed session at 8:32 pm. Mr. Cronin seconded the motion and the motion was passed unanimously.

ADJOURNMENT:

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

Heather Paparo
Office Manager

Mark J. Ondris
President