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

LIBRARY BOARD OF TRUSTEES MEETING
April 21, 2026
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 March 16, 2026 meeting

Communications – Stephen Vidal

Superintendent of Schools' Designee – Jon Keaney

Mayor's Designee – Lisa McKnight

Director's Report

Committee Reports

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

Action on Bills

Old Business

- Personnel Committee's review of Personnel Manual and staff benefits
- Finance Committee's update on audit report

New Business

- Motion to approve 2025 audit
- Motion to move funds to reserves, if any
- Library Luminary Honoree, Betty Metzger
- Attorney Proposals
- Future Planning for Increased Revenue

Motion to Recess to Closed Session to discuss Director's review

Adjournment

New Providence Memorial Library
BOARD OF TRUSTEES MEETING
April 21, 2026

Board of Trustees:	Ms. K. Banks*	Ms. 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 April 21, 2026 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 said that the Friends' current art display features art work by Maggie Liu and Olivia Dai, both New Providence High School students. This Saturday is the Friends' second bi-annual women's accessories sale, the Concord Singers are scheduled to perform on Sunday, and the Friends will hold a vinyl records sale on May 16th. They are working on updating their website and Instagram. The glass display cabinet will be removed after the summer to make space for new booth seating.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March 16, 2026 Board meeting was made by Mr. Vidal and seconded by Mr. Cronin. The minutes of the March 16, 2026 Board meeting were unanimously approved.

COMMUNICATIONS:

Board Secretary – Steve Vidal: Mr. Vidal shared that the library received some donations in memory of Betty Metzger.

Superintendent of School's Designee – Jon Keaney: Mr. Keaney said the school district had their senior breakfast, prom, testing for NJSLA, and AP testing. Mr. Ondris shared that the library is packed with students during the week leading up to finals (the week of June 9th). He suggested that the Trustees come visit the library during that week to see how many students are here.

Mayor's Designee – Lisa McKnight: Ms. McKnight said that the town hosted the first annual Reverand Caldwell Day and they collected donations for 22 charities. Mental Health Awareness month is in May. The budget will be adopted at the next Council meeting.

DIRECTOR'S REPORT:

Ms. Maisch said that Reverand Caldwell Day was a success and they received lots of donations of books for NPML's bookstore, eyeglasses for the Lions Club, and accessories for the Friends' accessories sale. Our security cameras are being installed. The outdoor sign and bald cypress tree will be installed by the end of the month completing the driveway project. Our new book displays are out. We will be posting a job ad for a substitute circulation position. The library foundation letters will be mailed out soon. We have partnered with the NPHS athletic boosters for a "Keep Reading" social media campaign – featuring pictures of NPHS athletes with their favorite children's books – which we will print as posters to hang in the library. Mr. Keaney asked if this promotion can include NPHS musicians and artists; Ms. Maisch responded yes suggested that our teen librarian bring children's books to marching band practice and take pictures. Ms. Maisch was one of only 150 librarians from the entire country invited to attend the IMLS conference in June in Washington DC. A motion for Ms. Maisch to attend the conference was made by Mr. Ondris, seconded by Mr. Cronin, and unanimously approved. Mr. Ondris asked that Ms. McKnight share this good news for Ms. Maisch and NPML as a whole at the next Council meeting First graders from AWR will be coming to NPML to get their library cards. At Betty Metzger's Celebration of Life, we will present a library card to Betty's family and we will have a plaque in her honor above a Golden Luminary Bookshelf.

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: Ms. Banks thanked everyone for the input on Ms. Maisch's review which will be discussed in closed session.

Policy: To be discussed under Old Business.

Sunshine: Ms. Wilson shared that she visited Betty Metzger and read aloud to her the letter from the Board. A motion to waive the room reservation fee for Betty Metzger's celebration of life to be held by her family in the Conti room was made by Mr. Ondris, seconded by Mr. Cronin, and unanimously approved.

Building & Grounds: Ms. Maisch said she has asked the NP DPW to hire an electrician to figure out why the outside lights trip a breaker every time they are turned on.

Finance: Mr. Cronin said the budget is doing well with an overall net $53k under budget.

ACTION ON BILLS:

Motion to approve the April 2026 Operating Account Special Gifts Account, and Debit Card Account Bills Payable: *P. Scopelliti*
Seconded: *J. Cronin*

Operating Account	$94,804.52
Special Gifts Account	$ 1,090.53
Debit Card Account	$ 872.07
Total	$96,767.12

Motion to pay the April 2026 Operating Account, Special Gifts Account, and Debit Card Account Bills Payable was unanimously approved.

OLD BUSINESS:

Personnel Committee's Review of Personnel Manual and Staff Benefits: Ms. Maisch went through suggested edits to the manual. The background check policy has a new section regarding Global Watch List Search. There was discussion of who on the board has access to personnel files and discussion of some other suggested edits. A motion to approve the changes as submitted was made by Mr. Scopelliti, seconded by Mr. Cronin, and unanimously approved.

Finance Committee's Update on Audit Report: Mr. Cronin shared that the finance committee met with the audit partner to discuss the change in the opinion which reflects a difference between GAAP and regulatory accounting. The partner agreed to add more language to the notes to explain such difference. The finance committee recommends approval of the audit report.

NEW BUSINESS:

Motion to approve 2025 audit: A motion to accept the audit report as submitted was made by Mr. Cronin, seconded by Mr. Scopelliti and approved unanimously.

Motion to move funds to reserves, if any: Mr. Scopelliti said that based on the audit report, we can move all or some of the $219,918 December 31, 2025 undesignated balance to reserves. A motion to move $200,000 into reserves for building & grounds was made by Mr. Scopelliti, seconded by Mr. Vidal, and unanimously approved.

Library Luminary Honoree, Betty Metzger: Already discussed under the Director's Report.

Attorney Proposals: Ms. Maisch said she received proposals from two potential law firms: Hatfield Schwartz and Wiley Malehorn Sirota & Raynes. There was discussion of pros and cons of each. A motion to hire Hatfield Schwartz at a rate of $215 per hour was made by Mr. Scopelliti, seconded by Mr. Cronin, and unanimously approved.

Future Planning for Increased Revenue: Mr. Ondris stated that of the items proposed, he recommends replacing the carpeting in the children's room soon. This would require five days of closure to the children's area. There was discussion of when is the optimal time and it was determined that August is best because of a break in story time. A motion to replace the children's carpet was made by Mr. Ondris, seconded by Mr. Vidal, and unanimously approved. Ms. Maisch will get additional quotes to be approved via motion next month. There was discussion of other improvement ideas on the list, including mailing an annual newsletter and increasing staffing on certain days.

CLOSED SESSION:

Mr. Cronin made a motion to go into closed session at 8:50 pm. Mr. Ondris seconded the motion and the motion was passed unanimously.

Ms. McKnight made a motion to move out of closed session at 9:05 pm. Mr. Cronin seconded the motion and the motion was passed unanimously.

ADJOURNMENT:

There being no further business, Ms. McKnight made a motion to adjourn the meeting. Mr. Cronin seconded the motion. The motion was passed unanimously, and the meeting was adjourned at 9:06 pm.

Heather Paparo
Office Manager

Mark J. Ondris
President