Whippanong Library Board of Trustees
Whippany, New Jersey 07981
Minutes of June 10, 2026

President: The meeting was called to order at 7:00 pm by President Kathe Sheridan and we are in compliance with the Sunshine Laws.

Roll Call: Barbara Blumenfeld, Grace Hancock, Dottie Herring, Ron Francioli, Jennifer Huang, Kathleen Kelleher (Zoom), Carol Leiwant (Zoom), RoseMarie Leyhan, Angela Moschella, Amy Puskas, Holly Reilly, Kathe Sheridan Excused: Rachel Conte, Bill Kuehner

Secretary Report: The May minutes were approved as amended.
Financial Report: The finance report was accepted. The CI200 form has been completed and filed with a $30 filing fee. The NJ Annual Report has been electronically sent with the $30.50 fee. The increased expenditure on "Salaries" line item is reflective of the increase in salaries back dated to January. Line item "Equipment" includes the purchase of a book shelve and an ottoman.

Liaison Report: Ron highlighted several in-town projects and shared that there is a high number of flu cases in the area. Note that Hanover Township Day is on September 12th. The bronze medallions commemorating the Township's birthday are available for sale.

Director's Report:
Included in report: Circulation May 2026, June calendar, summer programs

- We are signed up for a two- month trial subscription of BookPage. We will reassess the need to continue with it at the end of the trial.
- The Board agendas and minutes are now available through the website.
- June 19th is the senior high school volunteer's last day.
- Amy shared several issues with the Somerset County Library System and their transitioning into Koha ILS system.
- As of June 10th, Summit Public Library is fully integrated into MAIN.

Sunshine: There was no activity this month.
Petit Gallery: On May 29th a reception was held for the participants from the Hanover Township Schools. It was well attended and a success. Expenses for the hospitality were $88.13. Artist, Karen LaGreca, will display her works during June and July.
Friends of the Library: Carol keeps the Friends updated on all activities.
Hospitality – No report.

New Business:

- Carol will be in charge of the book cart at the town pool during the summer months.
- Regarding HT Day, Kathe has requested a better table location. Amy will get volunteers to help as the date approaches.

- The Summer Reading Challenge will begin on June 29th.
- The question was asked regarding how the library might be celebrating the township's birthday. Amy said we are promoting the Scavenger Hunt at the Burying Yard. Any other ideas are welcome.

Adjournment: The meeting was adjourned at 8:10. Our next meeting will be Wednesday, September 9, 2026.

Respectfully Submitted,

Dorothy Herring
Whippanong Trustee Secretary

Whippanong Library Association Board of Trustees
Whippany, New Jersey 07981
Minutes of May 13, 2026

President: The meeting was called to order at 7:01 pm by President Kathe Sheridan and we are in compliance with the Sunshine Laws.

Roll Call: Barbara Blumenfeld, Rachel Conte, Ron Francioli, Grace Hancock, Dorothy Herring, Jennifer Huang, Kathleen Kelleher, Bill Kuehner (Zoom), RoseMarie Leyhan, Angela Moschella, Amy Puskas, Kathe Sheridan
Ex. Carol Leiwant, Holly Reilly
Secretary Report: The April minutes were approved.
Treasurer's Report: May financial report was accepted.
All line items are under budget. The largest expenses were in Salaries, MAIN payment and Programs.

Liaison Report: Ron informed us about several projects in town, i.e., Tesla Tech Center, Tuttle House, Chipotle, Malapardis playground renovations and the 350 anniversary.

Committee Reports:

- Friends of the Library: No report.
- Sunshine: No activities this month.
- Petit Gallery: The students of Hanover Township will display they artwork the last two weeks of May. A reception will be held on May 29th and certificates will be awarded. During June and July artist, Karen LaGreca's artwork will be displayed
- Hospitality: The staff appreciation breakfast was Thursday, April 23rd. We spent $ 131.18. It was suggested that we pursue other ways to honor the staff during Library Appreciation Week that would include all staff. A breakfast could still be included.

Directors Report:

- April 2026 circulation *May calendar

New hire, Sanjana Jellella, Children's program coordinator began on April 30th. Our budget was approved by town. Over the month we had a few episodes of problems with the boiler water pumps and also lack of heat in the children's room again. Our website is now ADA compliant and accessible.

New Business:

- Hanover Township will be September 5th. The library will participate. Kathe will inquire if we can get a location under the covered picnic area.
- Amy will begin putting our meeting dates on the website. She will also look into the logistics of putting access to our minutes and having a year archive of them on the website.

- There was a request for the library to purchase copies of BookPage, a monthly magazine reviewing books and relevant media. Several local libraries have them and it would be a nice benefit to our patrons. Possible we could do this as a trial. Amy will talk to Jennifer about the cost. She feels that it would have to come out of the Book line item and that would be a big chunk of that budget.

- Adjournment: We adjourned at 8:25. Our next meeting will be held on Wednesday, June 10, 2026.

Respectfully Submitted:

Dorothy Herring, Whippanong Trustee Secretary

Whippanong Library Board of Trustees
Whippany, New Jersey 07981
Minutes of April 8, 2026

President: The meeting was called to order at 6:56 pm by President Kathe Sheridan and we are in compliance with the Sunshine Laws.

Roll Call: Barbara Blumenfeld, Rachel Conte, Grace Hancock, Dottie Herring, Ron Francioli, Jennifer Huang, Bill Kuehner (Zoom), Carol Leiwant, RoseMarie Leyhan, Angela Moschella, Amy Puskas, Holly Reilly, Kathe Sheridan Excused: Kathleen Kelleher

Secretary Report: The March minutes were approved.
Financial Report: The finance report was accepted. Check cards have been updated with current officers. Form I990 has been completed. After many years, the Bayer Grant will soon be depleted. A question regarding the $6,861.65 line item for books/stand.ord/mags/news was addressed.

Liaison Report: Ron offered some suggestions regarding our website. He suggested that another item be added to the main menu titled, This and That, as an example. It was confirmed that the Trustees are listed on the site. Board minutes will be mentioned as available. Ron also updated us on the Community Garden and the town celebration of 350 years.

Director's Report:
Included in report: Circulation March 2026, April calendar, copy of a patron appreciation letter to a staff member

Claire Seaton, our part-time reference librarian, will be taking over the job of storyteller. Salary remains the same but she will be adding some additional hours. Amy has interviewed several candidates to take over the children's programs. She intends to hire someone this week. NJ Makers Day was a big success. We will be having a Hanover Park Senior as a volunteer for a month beginning in May.

There is heat in the ladies' restroom.

An adult coloring club has been started meeting on Tuesdays.

Sunshine: There was no activity this month.
Petit Gallery: Artist, Jill Von de Boer, is showcasing this month and will end in mid- May. This will allow the Hanover Township elementary school children to display their art. They will start on May 18th with a reception on May 29th.
Friends of the Library: Carol shares information regarding National Library Week and updates them on library activities.
Hospitality – The staff appreciation breakfast will be Thursday, April 23rd.

New Business:

A webinar from the NJ State Libraries had been shared to all via an email. It was entitled, "Open Public Meetings Act". This can be used towards the State Aid requirements for board members. Several trustees expressed a desire to look further at the information provided in that video. Perhaps we can bring up a few points from it for future discussion regarding their relevancy to our library and how some may be implemented.

Action Taken:

1) The Board approved next year's calendar of trustee meetings.
2) The Nominating committee presented the 2026/2027 slate. It was unanimously approved. President: Kathe Sheridan, Vice-President: Barbara Blumenfeld, Secretary: Dorothy Herring, Treasurer: Bill Kuehner
3) Class A Trustees accepted another three- year term. Class A consists of Barbara Blumenfeld, Dorothy Herring, William Kuehner and Angela Moschella.
4) A salary increase for Christine Lewis, to $20/hr was approved.
5) A salary increase for several staff members of 3% retroactive to January 1, 2026 was approved. Staff included in the raise are Marjorie Berkenkamp, Sandra Bogia, Jennifer Huang, Kaitlyn Midgett, John Moroz, Michelle Wallach-Novak and Amy Puskas.

Adjournment: The meeting adjourned at 8:25pm. The next meeting will be held on Wednesday, May 13, 2026

Respectfully submitted,

Dottie Herring
Secretary – Whippanong Library Association Trustee

Whippanong Library Association Board of Trustees
Whippany, New Jersey 07981
Minutes of March 11, 2026

President: The meeting was called to order at 7:03 p.m by President Kathe Sheridan and we are in compliance with the Sunshine Laws.

Roll Call: Vice President Barbara Blumenfeld, Rachel Conte, Ron Francioli, Grace Hancock, Secretary Dorothy Herring, Jennifer Huang, Kathleen Kelleher, Treasurer Bill Kuehner (Zoom), Carol Leiwant, Angela Moschella, Amy Puskas, Holly Reilly, President Kathe Sheridan Ex. RoseMarie Leyhan

Secretary Report: The February minutes were approved as amended.

Treasurer's Report: January and February reports were accepted. The State Aid report has been completed.

We have received the first quarter government grant and have paid the first quarter fee for MAIN.

The 2026 budget was accepted by the township. The Bayer grant is slowly being depleted. There remains $1,205.24 in that budget line. We must update a signage card but we will wait until the officers are approved for the coming year.

Liaison Report: Ron asked if we had legal counsel available if needed. Ron briefed us on various projects. With the projected budget several town projects will be scaled down such as road pavements. As this is the 350th anniversary of Hanover, bronze medallions are being made and will be sold as a commemorative souvenir. The town is discussing creating regulations for E-Bikes on our streets and public land.

Committee Reports:

- Friends of the Library: Carol sends out updates and informed them of National Library Week.
- Sunshine: No activities this month.
- Petit Gallery – Artist, Jill Vondevor of Maplewood will display her paintings in April and May.
- Hospitality: The staff appreciation breakfast will be Thursday, April 23rd. We will keep it simple, having most items donated by the trustees but in addition using the budget funds to supplement.

Directors Report:

- February 2026 circulation *March calendar * Resignation letter from employee
- Correspondence with Town Hall * Patron letter of appreciation

The new name for M.A.I.N will be Pillar Libraries. We will modify our barcodes and library cards when we reorder. In the future we will put the Whippanong Library logo on all cards. The children's room now has heat and new blinds. The cleaning and maintenance of the library has improved. There is still an issue with the locking of the front door but Colin is contacting a security company to fix it.

We received a letter of resignation from Laurel Nakai, our storytime and children's program coordinator. Amy will post the position. It may be beneficial to split this position and attach some job responsibilities to a current employee.

Action Taken:

- Approval to purchase one display end panel.
- Carol and Rachel will serve on the Nominating Committee and will report the slate in April.
- After discussion two referendums were passed. These refer to the starting salary for a new employee to fill the vacancy of storyteller/children's program coordinator.

Adjournment: We adjourned at 8:25. Our next meeting will be held on Wednesday, April 8, 2026.

Dorothy Herring
Secretary – Whippanong Library Association Trustees

Whippanong Library Association Board of Trustees
Whippany, New Jersey 07981
Minutes of February 11, 2026

President: The meeting was called to order at 6:56 p.m by President Kathe Sheridan and we are in compliance with the Sunshine Laws.

Roll Call: Barbara Blumenfeld, Grace Hancock, Dottie Herring, Kathleen Kelleher, Carol Leiwant, RoseMarie Leyhan, Angela Moschella, Amy Puskas, Holly Reilly, Kathe Sheridan
Excused: Rachel Conte, Ron Francioli, Jennifer Huang, Bill Kuehner

Secretary Report: The January minutes were approved.
Financial Report: No report. However, note that the Hanover Township budget work session will be held on February 21st. The Certificate of Liability was completed.
Liaison Report: No report.

Director's Report:
Included in report: Circulation January 2026, February calendar, Carry Over Vacation Time request form

MAIN is changing its name in September 2026. The new part-time reference librarian, Clare Seaton will start on February 17t. There is still no heat in certain areas of the library and Amy will be scheduling a meeting with Mr. Giorgio to discuss this and other concerns regarding the building maintenance. The library now has a MacCulloch Hall museum pass for the patrons.
The NJ State report is due in mid March.

Committee Reports:

The Friends of the Library: Carol is keeping the group updated on activities and introducing Libby to several who were not aware of this service.

Sunshine: We sent a card to Beryl. Acct balance: $189.

Petit Gallery: Carol reached out to Valerie and read her report. During February and March we are displaying the work of students of Nanci Iovino from her studio in Montclair, Keep Creating Art Wellness Center. Artist Jill Von de Boer, will showcase during April and May. Carol will reach out to Valerie each month for an updated report.

Hospitality: Dottie mentioned Library Appreciation Week coming in April. We will celebrate the staff Thursday of that week. A sign-up will be available at the March meeting.

Old Business:

1) Regarding the heating and cleaning in the library, Kathe will contact Ron to keep him informed of this situation. It was suggested to Amy that she keep documentation of all correspondence with the town via email and cc Ron, J. Giorgio, Linda and Kathe.
2) There was discussion regarding the updates to the library procedures.

Action Taken:

6) The Board approved the updates to the library procedures.
7) The Board approved the wording for vacation time carryover and its addition to the employee manual.

Adjournment: The meeting adjourned at 8:05pm. The next meeting will be held on Wednesday, March 11, 2026

Respectfully submitted,

Dottie Herring
Secretary – Whippanong Library Association Trustee

Whippanong Library Association Board of Trustees
Whippany, New Jersey 07981
Minutes of January 14, 2026

President: The meeting was called to order at 7:03 p.m by President Kathe Sheridan and we are in compliance with the Sunshine Laws.

Roll Call: Barbara Blumenfeld, Rachel Conte, Ron Francioli, Grace Hancock, Dottie Herring, Jennifer Huang, Kathleen Kelleher, Bill Kuehner, Carol Leiwant, RoseMarie Leyhan, Angela Moschella, Amy Puskas, Holly Reilly, Kathe Sheridan

Secretary Report: The November minutes were approved. There was no December meeting.

Treasurer's Report: November and December reports were accepted. All items are under budget at this time.

Fundraising has been very successful this year.

The 2026 budget has been sent to Joe Giorgio. The town budget meeting will be on February 7th.

Liaison Report: Ron briefed us on various projects throughout town including the Morristown airport, fair share housing and the town's 2026 priority to maintaining equipment and roads.

Committee Reports:

- Friends of the Library: Carol communicates monthly with the members keeping them up to date on library activities. A new member has shown interest in becoming a trustee.
- Sunshine: A book was purchased for Carol Carlson upon her resignation from the library. There is a balance of $209 in the Sunshine account. An updated Sunshine policy was presented.
- Petit Gallery – No report. However, Kathe informed us that Allegro School will be removing their artwork in the coming weeks.
- Hospitality: Dottie and Angie reported on the Holiday party. They thanked all those who donated, helped set up, clean up and attended . The total cost was $ 371.72. The food was purchased from Jersey Mikes and ShopRite.

Director's Report:

- December 2025 circulation and end of the year report *January calendar
- Trustee letter to Township committee * Library procedures * Twp Capital Improvement Plan

During December the library had to close several days and night hours due to either illness, lack of heat, or power outage. Jessika will be leaving her position at the end of the month. We have already had a couple of applicants.

Due to increased interest in Mah Jongg, it was decided to relinquish our sponsoring of it and it will now be part of the Recreation Department. Many of our fundraising efforts have been successful but we did not meet the requirement of minimum food orders at Panera so we did not receive any money. The town will be replacing the front four windows this year.

Amy has concerns about the building maintenance, specifically the cleaning of the bathrooms and the overall cleaning of the library and children's room. She will set up a meeting with town administration to discuss her issues and open better communication. It was suggested that Ron and a Trustee accompany her.

The employee vacation policy and several items within the Library Procedure Handbook need revisions. Trustees should review the changes proposed in the copies in our folder. Amy will present the revised policies at the February meeting for approval.

New Business:

- Dottie informed the Board that the Good Reads Book club had been eliminated with the resignation of its leader. The patrons involved were not happy but have come to a resolution with Amy and they will continue on their own using the library on a night that it is open.

Adjournment: We adjourned at 8:38. Our next meeting will be held on Wednesday, February 11, 2026

Dottie Herring
Secretary – Whippanong Library Association Trustees