

Mountainside Public Library
Board of Trustee Meeting Minutes
January 2021

Attendees:

Kathryn Brown	Wendy Fech-Caccamo	Kristen Ciccimarra	Marnie Dardanello
Maya Frungillo	Jordan Hyman	Alison Murphy	Ashley Osieja
Donna Pacifico	Vivienne Pupo	Steve Witt	

Guests:

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The meeting was held via a zoom video conference call in accordance with the NJ Governor's in-person Covid-19 restrictions.

Governance:

Steve Witt brought the meeting to order at 7:02pm.

The new Trustee members and BOE representative provided a brief bio / introduction.

>>A motion was made by Jordan Hyman and seconded by Donna Pacifico to approve the December Board of Trustee meeting minutes. The motion was approved.

Library Director's Report:

Kathryn Brown provided a Library Director's report.

Staff:

- 1) One of the two Library Monitors, Emily Berkow, resigned as of January 14th and is not being replaced at this time but perhaps when the Library reopens.
- 2) A Thank you note addressed to Miss Elizabeth and Miss Nancy was shared.

Building and Grounds:

1) In follow up to the cleaning services discussed the past 3 meetings, Eastern Services visited the Library on December 29th. This is not the same vendor that the Borough uses as they are switching vendors again. Eastern Services will be more expensive than the past vendor but this can be adjusted in the 2021 budget. And the services performed are expected to be better and up to Covid standards. At the November meeting, Alison

Murphy suggested a process so we know the professional have done the cleaning. A follow-up was requested. The Library Director responded that the staff leaves the bathroom door open and the vendor will close it.

2) There was a dumpster fire on December 24th. There was no damage to the Library but this did cause concerns amongst the Trustees.

3) The generator heating element was repaired on January 7th.

4) The construction firms that had previously bid on the proposed bathroom renovation were recontacted. Brian Kinney came back on January 5th as it has been 2 years since the original bid was provided. The policy is that at least 3 bids should be received, if possible. In 2018, there was outreach but only 2 were received - for about \$35,000. In 2020, there was only 1, but not for lack of trying. A question was raised if we would advertise on the website or elsewhere.

- As a reminder, the Library was NOT on the list of awardees of the Construction Bond Grant. The grant was suppose to be used towards the upgrade of the bathrooms, including ADA compliance.

Technology:

1) Last meeting, the Library Director reported that Constant Contact was going to be the new vendor for the newsletter and the prior vendor, Mailchimp, was to be discontinued. The first Constant Contact newsletter was sent December 23, 2020, and the second notification was in January for the Martin Luther King closing. So far, it has been well received. And it is easier to use for the staff.

Other:

1) The Friends of the Library (“FOL”) are offering 2 zoom programs in January. The January 11th zoom was Staying Positive and 30 people were in attendance. The January 19th zoom topic is decluttering and already had 45 people registered. Coming in February - NASA’s next mission to Mars and another around Broadway. These types of events will be captured in the newsletter. Information is on the website for patrons to be able to register, info@mountainsidelibrary.org.

2) An updated proposed 2021 Library Holiday schedule amending Election Day was presented and reviewed.

>>The 2021 Holiday schedule was made by Maya Frungillo, seconded by Wendy Fech-Caccamo and approved

3) A spreadsheet with the current statistics was provided and reviewed. The numbers were very positive, even with Covid on the rise. A discussion ensued on the opening of Libraries. Only 4 in Union County are opened, Westfield is still closed. At this time, the governor considers the Libraries to be non essential buildings. And at

this time Borough Hall is not open. Donna Pacifico noted that the Health Director is expecting an increase in cases.

>>After the Library Director's update, a motion to accept the Library Director's report was made by Kristen Ciccimarra and Maya Frungillo, seconded and approved.

Bills:

Last meeting, it was stated that the PSE&G \$0 for the 2nd month in a row was due a credit that had now run out, hence the bill this month. There is an open question as to why the line item for UGI Energy Services was added last month and now \$0.

It was explained that there was no cleaning bill as sometimes the vendor misses the deadline and then we pay 2 invoices in a following month.

It was confirmed Steve Witt and Maya Frungillo will co sign the bills.

>>After review of the bills, a motion was made to accept the bills by Alison Murphy, seconded by Marnie Dardanella and approved.

Donations:

There were no donations to review for January 2021

The Library Director reiterated that the Library cannot solicit donations. This will be further discussed post the annual audit. In the meantime, checks can be made out to / monies directed towards the FOL.

Treasurer's Report:

Ashley Osieja provided an overview of the current and year to date revenue and expenditures. Noting the staff had been fiscally smart, the revenue illustrated that the Library's revenue was 97% against plan while the expenditure was 93%. Also, the expenditure was \$7k larger than the revenue.

It was requested to provide Ashley and project ideas so they can be incorporated into the 2021 budget.

In response to a question from Alison Murphy, it was stated that the budget will be presented at one of the next meetings.

It was confirmed that following the previous notification that the E-rate initiative was approved, the monies were received in December.

>>A motion to accept the Treasurer's report was made by Donna Pacifico, seconded by Ashley Osieja and approved.

Other:

Regarding Children, Adult and Community Programs, the zoom story time and grab and go crafts are still well received.

Concerning Museum Passes, 1 was used in October, 2 in November and 1 in December - since Covid began. Many museums have suspended the program due to closure. Pam Shaw from the Friends is reviewing the program. The next Friends meeting is in January.

The Database and Electronic Media usage statistics were reviewed.

Old Business:

OPEN

The website project has been continuing with Steve Witt and Kathryn Brown working with Laura Gordon from Rytech - it is estimated to be 75% completed. A new version is expected by the next Trustee meeting.

The 2019 fiscal audit is underway by Suplee, Clooney and Company, CPA. A final report will be shared with the Board of Trustees.

Regarding the libraries current distribution list, it includes ~497 people. As the prior listed was solicited by Trustees at community events such as the Fall Festival and Spring Opening DayThe Trustees discussed opportunities to increase the population and help promote the library and its activities. It was re-iterated that the email process cannot be link in with the library card due to privacy issues.

Through the Library Director, the updated distribution will be promoted via Friends, through Tapinto as well as the Library Facebook page.

- A suggestion was made to work with the BOE as well - perhaps in the kindergarten packet or the PTO new parent tea. (Jordan Hyman, BOE liaison, will reach out to Kathryn Brown).
- Another ideas was putting information on the flashing sign (Kristen Ciccimarra to help coordinate)

- Or adding information to the welcome passport (Donna Pacifico, Council Liaison, can assist)
- Another idea was to include a probing question about joining on a bookmark or paperwork at the Library counter.

Steve Witt reminded everyone that the Friends Annual membership drive is in full swing and each Trustees participation is encouraged.

The Friend guests attending the meeting reminded the Trustees that the next FOL meeting is January 25th - all are welcome to join. If you join the Friends (see donation request above), you should be on the mailing list.

CLOSED

A conversation ensued around fines as many Libraries are getting rid of fines and automatically extending the due date. The theory is that is it better to get the items back, late or on time, than not. Removing the fine incentivizes people to return the materials. However, this is lost revenue, about \$4k, which is hard to replace in these Covid circumstances. The offering of hoopla and streamlining opportunities is in direct competition and they are free services. A question was posed regarding the possibility of a hybrid, with the response of not possible. As the Library is part of the MURAL reciprocity (Middlesex Union Reciprocal Associated Libraries), cardholders can borrow in person from any of the other libraries in the 2 counties. So if the Library does not follow in the removal of fines, the cardholders can do elsewhere.

<< A motion was made to remove the fines pertaining to books and DVD's. Alison Murphy, Kristen Ciccimarra and Ashley Osieja voted against the removal while the other Trustees were in favor. The change was passed.

As per the resolution made in September 2020, the request of funds from the County of Union CARES Act Coronavirus Relief Funds Grant were submitted however, out of the \$4,847.78 requested, the Library only received \$1,656.99 in November. A resubmission was to be done for the difference - some items did not have official bills due to timing and additional cleaning /sanitizing items need to be added as well. The Library Director confirmed that the Library has now received everything applied for.

All Trustees emailed the Library Director their 2020 training detail to ensure the annual training obligations are met - it had been previously agreed every Trustee would do 1 hour each year.

Due to Covid restrictions, a suggestion was made to allow employees to carry vacation time to June 30th, 2021, an extension from the current date of March 31, 2021. The employees were paid March - August when the library was closed and no one took vacation. This will make it easier for the Library Director to stagger the staff's vacation.

>>A motion was made by Jordan Hyman and seconded by Donna Pacifico. All members were in favor.

DEFERRED

After the 2019 Audit, a follow up conversation is needed on the receipt of donations and capturing in the Library Director's report. A suggestion was made in November to add the rounding of change patrons "donate" into fines and fees as that is where the donation originates from. It was also noted that the 2019 \$10,000 donation will be reviewed by the auditor, which will help with how best to capture these items.

New Business

All Trustees are reminded of their training obligation - it had been previously agreed every Trustee would do 1 hour each year. Once completed, please email the Library Director the detail to ensure the annual training obligations are met.

A question was asked regarding MLA / trustee foundation fees. This will be looked into and an update provided at the next meeting.

The Trustee Library Committees were reviewed and defined, The ask is for everyone to think where they can be an asset and it will be discussed at the February meeting,

A brief description was provided on the formation of a Foundation. Many libraries offer this as a mechanism to accept large donations that the Library can use at their discretion. Marnie Dardanello has experience with this with regards to her volunteering with the Summit Medical Group Foundation. Wendy Fech-Caccamo mentioned she has experience in corporate law and can not offer official legal advice.

The FOL guests mentioned their amazing fundraising of \$20k last year through events such as the book sale, jewelry / holiday sale and statehouse fundraiser. They are an independent group, with their own policy and they vote on how to spend the funds. In the past, the monies have gone towards programming, equipment (such as 3D printer) and books (large print). Although Covid has hindered some of the FOL fundraising events, the membership drive has brought in over \$12,000 to date.

Next meeting is scheduled for Monday, February 15th, 2021 at 7pm, to be held via zoom.

A motion was made to adjourn the meeting by Kristen Ciccimarra and seconded by Donna Pacifico at 8:51pm. All members were in favor.

COMMITTEES

The 2020 Committees membership was:

Friends Liaison* - Jordan Hyman, Kristen Ciccimarra, Alison Murphy

Policy - Maya Frungillo, Jordan Hyman, Donna Pacifico

Finance - Ashley Osieja, Kristen Ciccimarra, Nancy Caffrey

Technology - Kristen Ciccimarra , Ashley Osieja, Steve Witt

Personnel / Nominating - Nancy Caffrey, Maya Frungillo, Steve Witt

*Fundraising - Furthering the discussion from the January 27th 2000 joint Friends / Trustee gathering and the October Trustee meeting, it was agreed to form a joint fundraising forum.

Marilyn and Barbara would represent the Friends

Kristen, Jordan and Alison would represent the Trustees