

Mountainside Public Library
Board of Trustee Meeting Minutes
April 2021

Attendees:

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

Guests

Dayle Treece Barbara McLaughlin Marilyn Heller

The meeting was held via a zoom video call in accordance with Covid-19 restrictions.

Governance:

Steve Witt brought the meeting to order at 7:01pm.

<<After noting a change to the bathroom consulting figure, a motion was made by Donna Pacifico and seconded by Jordan Hyman to approve the March Board of Trustee meeting minutes. The motion was approved.>>

Library Director's Report:

STAFF: Staff meetings held April 5th and 7th to discuss opening plans.

BUILDING & GROUNDS:

The Mountainside Girl Scouts will be filling the planters outside the Library on Saturday the 17th, the ones near the outside bench. The plan is that they will maintain them as well.

The approved bathroom construction vendor, Brian Kinney Construction, has not yet provided a start date.

They will work on one bathroom at a time so the other is in service for staff and patrons. If this is delayed further, a new vendor may need to be explored.

TECHNOLOGY:

The enhanced library website is expected to go live the week following the April Trustee meeting. The Director and a staff member have been trained on how to maintain the site. Once the new site is up and running, the Director will work with HBK-IT, the Library's technology consultants, to close the existing site.

PROGRAMS: 4 programs were held in March with good attendance.

As a note, the programs cannot be recorded as the Library does not have recording rights.

The programs will remain virtual in the near term as the space is currently used for quarantining books per the state library procedures.

OTHER: The Mountainside library reopened to the public April 12th.

Following an email on the number of popular books being taken out, a patron made some negative comments on Facebook which have been addressed.

GIFTS

4 gifts totaling \$170 were reviewed, 2 were in lieu of fines.

<<A motion to accept the monetary gifts was made by Wendy Fech-Caccamo with Maya Frungillo seconding and all members subsequently approving.>>

<<Following the Library Director's update, a motion to accept the Library Director's report was made by Kristen Ciccimarra with Ashley Osieja seconding and all members subsequently approving.>>

Bills:

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

Janitorial expenses are higher with the new vendor but services are noted as being a bit better.

<<After review of the bills, a motion was made to accept the bills by Jordan Hyman, seconded by Allison Murphy and then taken as approved.>>

Treasurer's Report:

Ashley Osieja provided an overview of the March 2021 revenue and expenditures.

The Library has brought in \$28,000 more than they have spent. This may even out as move toward full capacity.

It was agreed to conduct a review of Electricity and Gas current figures and look for other alternatives such as an energy auction. The Board had done a review in the past to decrease the expenditure and it appears the numbers are increasing back to prior figures.

<<A motion to accept the Treasurer's report was made by Kristen Ciccimarra, seconded by Vivienne Pupo and approved.>>

Other:

Events are captured in the newsletter and the website for patrons to register, info@mountainsidelibrary.org.

Policy:

The Policy Committee reviewed and presented an updated Circulation Policy for approval.

<<A motion to accept the Circulation Policy was made by Ashley Osieja, seconded by Alison Murphy and approved.>>

Old Business:

OPEN

A new version of the website has been pushed to mid-April.

The Mountainside school district has reached out around collaborating on a digital archive for the annual graduating class murals. It is envisioned to be an interactive touch screen kiosk with photos and news events. The school would be looking to apply for a grant to finance the project. The Library is the host location, the school is running the program.

The Director has been looking into a potential broken crayon drive for the community, perhaps via promoting in a flier or on a bookmark. Donations would potentially be left in a box on a table. This will start once the Library is open to the public.

Further to an internet search during the meeting, the Governor announced on March 15th a second opportunity for applications for the Library Construction Bond Act with a deliverable date of June 4th at 2pm. ADA compatibility is mentioned in this second round. The Director agreed to re-apply.

Local Government Week is April 18th - 24th. A tour of the library will be included, with filming was done the end of March.

CLOSED

It was noted that within the 2019 fiscal audit, completed by Suplee, Clooney and Company, CPA and circulated to the Board of Trustees via email 2/16/21, there is an unemployment reserve - noted for any future pandemic needs. Historians and nonprofit organizations benefited in the 2021 program.

Discussions have ensued on the opening of Libraries. Only 4 in Union County had been opened - which is important as the Library is connected to the MURAL program, which means opened, other town's residents can come to the Library. At this time, the governor considers the Libraries (and staff) to be non-essential buildings. The Library staff are eligible to be vaccinated beginning April 5. Mountainside's Borough Hall is not open. The school libraries have students email the books or materials needed and it is provided similar to curbside pick-up. Some schools are remote for an extra week after Spring Break to allow for quarantining. Therefore, the Library Director and Board agreed to target April 12th for opening; borrowing and browsing as well as potential computer use. The Library did open on April 12th.

A 6-month review was performed for the Library Director - all in the positive.

A request was approved to close the Library the Saturday of Memorial Day weekend, similar to other Libraries.

Library events are now being included in Renna Media mailings.

DEFERRED: All Trustees have training obligation - every Trustee commits to 1 hour each year. Once completed, email the Library Director the detail to ensure reporting so the annual required training obligations are met.

The Friends Annual membership drive is in full swing and each Trustees participation is encouraged. It was stated that 90% of programming comes from the FOL so attention to the membership drive is appreciated.

NEW BUSINESS

NONE to report

OPEN TO THE PUBLIC:

Friends of the Library

April and May program dates were presented - events are captured in the newsletter and the website for patrons to register, info@mountainsidelibrary.org.

The restaurant day is still being worked on.

A patron has developed a memorial butterfly garden in memory of her daughter and is looking for volunteers to help maintain / weed.

An adopt a book program is being discussed.

The FOL will be renewing the 8th grade Deerfield scholarship program. The BOE representatives mentioned they spoke about this at the BOE meeting.

The FOL will be holding an outdoor books sale in conjunction with the Hetfield House geranium sale on Thursday and Friday, April 29 and 30, weather permitting. Trustees were asked to assist with tables, tarps, tents and volunteer time. Paperback items will be \$1 or 3 for \$2. Jordan Hyman offered to help get some student volunteers and Kristen Ciccimarra offered tents and tables from Mayor Mirabelli and herself. Steve offered some tarps. The timing will coincide with the Library hours each day, They are hoping for a larger June outdoor book sale, not just limited to paperbacks. Next FOL meeting is April 26th at 7pm, all are welcome.

Next meeting is scheduled for Monday, May 17th, 2021 at 7pm, to be held via zoom.

A motion was made to adjourn the meeting by Donna Pacifico and seconded by Marnie Dardanella at 8:16pm. All members were in favor.

APPENDIX:

The 2021 Trustee Library Committees were confirmed.

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

Policy - Maya Frungillo, Jordan Hyman, Vivienne Pupo and Wendy Fech-Caccamo

Finance - Ashley Osieja, Kristen Ciccimarra, Steve Witt

Technology - Marnie Dardanella , Ashley Osieja, Donna Pacifico

Personnel / Nominating - Marnie Dardanella, Maya Frungillo, Steve Witt

*Fundraising - Furthering the discussion from the January 27th 2020 joint Friends / Trustee gathering and the October 2020 Trustee meeting, a collaborative fundraising forum was formed to “kick around ideas”.

Marilyn, Kathy and Barbara would represent the Friends

Kristen, Jordan and Alison would represent the Trustees