

**Mountainside Public Library**  
**Board of Trustee Meeting Minutes**  
**May 2021**

**Attendees:**

Kathryn Brown      Kristen Ciccimarra      Marnie Dardanello      Wendy Fech-Caccamo      Maya  
Frunghillo      Jordan Hyman      Ashley Osieja      Vivienne Pupo      Steve Witt

Regrets:

Alison Murphy      Donna Pacifico

Guests:

Marilyn Heller      Sandy

The meeting was held via a zoom video call in accordance with Covid-19 restrictions. At this time, the community room is not big enough to hold all members, socially distance and quarantine the library items.

**Governance:**

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

**Library Director's Report:**

STAFF: Since April 12th, the Library has been open for browse, borrow and computer use (usually about 2 users per day on the computer). There has not been much, if any, curbside requests with the opening.

A daily visitor report was shared with the Trustees.

Quarantining of materials will move from 5 days to overnight.

Masks will still be worn inside the library; the staff is more comfortable that way.

Smaller team meetings are occurring, all staff can offer and do offer input on library activities.

**BUILDING & GROUNDS:**

The approved bathroom construction vendor, Brian Kinney Construction, will no longer be able to do the work.

A new vendor is being explored, but it was noted that commercial work is difficult to secure due to lagged payment. As there are different aspects of worked being needed, the vendor the Borough used at Boro Hall cannot be utilized.

It was stated that it is not necessary to send out for bid if the work is less than \$40,000.

**TECHNOLOGY:**

The enhanced library website went live with positive comments thus far. The Director and a staff member

have been trained on how to maintain the site.

The Director will work with HBK-IT, the Library's technology consultants, to close the existing site.

The new maintenance will be \$480 a year - previous costs of \$80 a month (\$960) per paid by the Friends of the Library. A question was raised if the Friends will continue to pay - Action

Some suggestions were made with regard to the screen search capability and matching the newsletter (colors, logos) with the website. This can be done when we order new library cards, but right now there are a lot in the library's possession so an order will not be done in the new future.

**PROGRAMS:** Summer reading program will kick off in June with a theme of Tails and Trails.

It was confirmed that the Mountainside teachers did share their reading list with the library so books and assignments would be coordinated as appropriate.

The 2 programs held in May - Estate Planning and Benefits of Chinese Medicine- both had good attendance, at 19 and 21 respectively.

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

**OTHER:** The Friends of the Library had a successful outdoor book sale April 29th and 30th, raising \$298.

They are planning an expanded outdoor sale in June.

## **GIFTS**

2 gifts totaling \$1,100 were reviewed. The donation for \$1,000 is asking for something in the individuals name, a plaque will be added behind the circulation desk. The other \$100 is a general donation.

<<A motion to accept the monetary gifts was made by Ashley Osieja with Jordan Hyman 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 Maya Frungillo seconding and all members subsequently approving.>>

## **Bills:**

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

The bill for the new IT vendor, RytechSites (Laura Gordon), is included in the bills this month.

<<After review of the bills, a motion was made to accept the bills by Ashley Osieja, seconded by Vivienne Pupo and then taken as approved.>>

**Treasurer's Report:**

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

The Library has spent 31% and collect 32% of the planned funds.

A discussion ensued around unemployment insurance, as the number dropped in April from \$42,000 a month to \$37, This will be researched

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. An auction could be run the mid to end of 2022

<<A motion to accept the Treasurer's report was made by Wendy Fech-Caccamo, seconded by Jordan Hyman and approved.>>

**Other:**

Events are captured in the newsletter and the website for patrons to register, [info@mountainsidelibrary.org](mailto:info@mountainsidelibrary.org).

**Policy:**

The Policy Committee reviewed and presented an updated Code of Conduct Policy for approval.

<<A motion to accept the Policy was made by Kristen Ciccimarra, seconded by Marnie Dardanello and approved.>>

**Old Business:**

OPEN

The Mountainside school district (Mrs. Richards who is retiring the end of the school year) 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 at the Library with photos and news events. The school applied for a grant to finance the project which was approved. Digital images are being collected. Again, the Library is the host location, the school is running the program.

The Director will be initiating a 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.

## CLOSED

A new version of the website has pushed out to the public in April.

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. After further research, the Director confirmed the Mountainside Library was not eligible to apply; no architect was utilized and there was no visual.

Local Government Week occurred April 18th - 24th with a tour of the library included on the Mountainside Borough website, Facebook page and YouTube.

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

Steve Witt announced his retirement. Maya Frungillo offered to step up as President until January 2022 with the Vice President spot being open (per the bylaws not necessary but the group agreed needed).

Four signers are required, with Steve Witt retiring, a new signing card needed for officer signors. Jordan Hyman offered to be the 4th along with Maya Frungillo, Kristen Ciccimarra and Ashley Osieja.

Kristen Ciccimarra mentioned the Mayor Youth Council of Berkeley Heights conducting books sales in one day, drop off in am and sale in pm. Food for thought for the future re storage act.

## OPEN TO THE PUBLIC:

Friends of the Library:

Events are captured in the newsletter and the website for patrons to register, [info@mountainsidelibrary.org](mailto: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 no longer needs volunteers

to help maintain / weed. The hose is available via the Library for her use

An adopt a book program has started, via donations.

The FOL will be renewing the 8th grade Deerfield scholarship program.

The FOL outdoor books sale in conjunction with the Hetfield House geranium sale was successful. The Friends appreciated the tables, tarps, tents and volunteer time.

There will be a larger June outdoor book sale, not just limited to paperbacks on June 11th-12th from 10am-4pm.

The rain date will be the 18th/19th. The Friends requested the tables, tarps, tents and volunteer time again.

A conversation ensued on book donations - the new literacy program is not the right recipient for the items usually remaining. The Library Director found a green drop facility to take them going forward.

No other public comments

Next meeting is scheduled for Monday, June 21st, 2021 at 7pm, to be held via zoom.

A motion was made to adjourn the meeting by Vivienne Pupo and seconded by Wendy Fech-Caccamo at 7:50pm. 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 27<sup>th</sup> 2020 joint Friends / Trustee gathering and the October 2020 Trustee meeting, a collaborative fundraising forum was formed to “kick around ideas”.

Sandy would represent the Friends

Kristen, Jordan and Alison would represent the Trustees