

Mountainside Public Library
Board of Trustee Meeting Minutes
July 2021

Attendees:

Kathryn Brown (KB) Kristen Ciccimarra (KC) Wendy Fech-Caccamo (WC) Maya Frungillo (MF)
Jordan Hyman (JH) Donna Pacifico (DP) Vivianne Pupo (VP)

Regrets:

Alison Murphy (AM) Ashley Osieja (AO)

Guests:

None

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:

Maya Frungillo brought the meeting to order at 7:02pm.

<<June's minutes, noting minor edits, were approved by JH, seconded by DP and with all in favor.>>

Library Director's Report:

STAFF:

A daily visitor report was shared with the Trustees noting increased attendance on June 11/12th along with the Friends of the Library book sale as well as a general upward trend, including guests from other towns (MURAL patrons have increased).

The current page, Megan Leick, resigned with an end date of July 23rd and is being replaced by Rosie Rinaldi. Staff meeting was held July 19th, nothing to note to the Trustees.

BUILDING & GROUNDS:

The Uno Group, Joe Gagliano, provided a renovation estimate to \$34,000. A motion was made to approve. There is currently only one working bathroom with no issues so they will focus on the other to start. Due to water damage from the roof, ceiling tile replacement is being researched. (The current tiles are no longer being manufactured)

TECHNOLOGY:

The new website maintenance fees will be \$480 per year (verse the previous costs of \$80 a month or \$960 annually). The Friends of the Library (FOL) have graciously agreed to continue to pay these fees.

PROGRAMS:^[1]_[SEP]The summer reading program, Tails and Tales, is off to a great start.

1 Adult FOL program was held on July 13th about the High Line in New York City with 30 people registered and 19 in attendance.

Looking to do Storytime outdoors in August.

OTHER:^[1]_[SEP]The FOL cleaned out the meeting room. 63 boxes were donated to Better World Books.

Reminder, during the summer, starting July 2nd, there will be no Saturday library hours, as has been customary. Masks have continued to be required.

GIFTS

\$55 donation in gift was documented in the Director's report

<<Following the Library Director's update, a motion to accept the Uno Group proposal was made by WC with VP seconding and all members subsequently approving.>>

<<Following the Library Director's update, a motion to accept the gifts was made by DP with KC seconding and all members subsequently approving.>>

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

Bills:

It was confirmed Maya Frungillo and Ashley Osieja will cosign the bills for July.

The bills include a payment to the contractor of 1/3 upfront.

<<After review of the bills, a motion was made to accept the bills by JH, seconded by WC and then taken as approved.>>

Treasurer's Report:

Kathryn Brown provided an overview of the current 2021 revenue and expenditures.

In the revenue section, to align projected and actual, it was noted the FOL \$5,000 and projected monthly will be moved to the Current Year Friends line below which is blank in this report but has the actuals. Of the \$3,086 YTD total, only \$1,845 has been spent leaving \$1,200 additional

The expenditure page was broken out to include paid from the operating budget as well as FOL monies spent. For May reporting, the FOL monies references adopt a book as well as maintenance of the website.

<<A motion to accept the Treasurer's report was made by KC seconded by DP and approved.>>

Other:

Events are captured in the newsletter as well as within the website. Patrons can register at info@mountainsidelibrary.org.

Grab and Go, Cuddle Story time and Family Story time continues.

There were 3 adult programs including book club.

There were no community programs.

Museum pass circulation restarted in April with activity commencing in May with interest in the Montclair Art Museum.

Policy:

Prior to the meeting, the Policy Committee reviewed the Child Safety Policy and then presented for approval, noting minor amendments including around the process on waiting with a child.

<<A motion to accept the Policy was made by VP, seconded by DP and approved.>>

Old Business:

OPEN

The Mountainside school district (Mrs. Richards retired the end of the school year) 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 and the funds have been received. Digital images are being collected. Again, the Library is the host location, the school is running the program. The Library does not know how large the kiosk would be and where it would be placed within the Library.

The Director initiated a broken crayon drive for the community with donations to be left in a box on a table. The project will conclude once the box is full.

Cheryl Fiumefreddo and AO are reviewing the Electricity and Gas current figures and looking 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. It is too early for the gas segment but electric can be done in 2021.

August bills will be sent over email and 2 people will need to sign.

There are 2 openings within the Board of Trustees that are with the Mayor for review and appointment.

CLOSED

Confirmed that the new website maintenance charges of \$480 a year will continue to be paid by the Friends of the Library. Previous costs were noted as \$960 per year (\$80 per month).

Four signers are required on the Valley National Bank signature forms. With Steve Witt retiring, a new signing card is needed for officer signors. Wendy Fech-Caccamo offered to be the 4th along with Maya Frungillo, Kristen Ciccimarra and Ashley Osieja. Wet signatures as well as a copy of the driver's license is required. This has been actioned.

Last month's unemployment insurance figure was questioned as the number dropped in April from \$42,000 a month to \$37. This was resolved in the May reporting and noted as a typo.

It was noted by the Library Director that the community room needed to be cleaned up by the FOL in order to start in person programming ASAP. The Trustees requested pictures - after the meeting, upon receipt of the pictures on 6/22, the trustees agreed on the clean-up of the room.

DEFERRED^[11]_[SEP]All Trustees have training obligation, every Trustee commits to 1 hour annually. Once completed, email detail to the Library Director to ensure reporting so the annual training obligations are met. Currently, 3 hours have been logged. The Library Director does share trainings she is aware of (6/16, 6/22 as examples).

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.

Some website suggestions were made with regard to the screen search capability and matching the newsletter (colors, logos) with the website. This can be done along with the ordering of new library cards, but right now as there are a lot in the library's possession.

NEW BUSINESS

A vote on the continue of mask wearing inside the library is needed (until the September meeting). The statement will be above the library counter as well as on website for all to see.

<< KC made the motion with VP seconding and all trustees were in favor>>

Discussion on potential in person meeting in September. The Library closes at 5Pm so Trustees would be the only ones in the building.

Library hours need to be revisited in September, including 2 nights per week and in person programming, etc. Saturday hours 10am-1pm would restart in September.

OPEN TO THE PUBLIC:

Friends of the Library:

Plans for a September book sale and November boutique are underway. Trustees discussed the increase in Covid cases / new strain and agreed no publication or confirmation of dates.

FOL programs and meetings will resume in September. Events are captured in the newsletter and the website for patrons to register, info@mountainsidelibrary.org.

Annual fundraising to commence in the fall.

Zoom programming will continue through 2021 as the quality of programming has increased via this venue at a reasonable price.

No other public comments

Next meeting is scheduled for September at 7pm.

A motion was made to adjourn the meeting by KC and seconded by DP at 7:44pm. All members were in favor.

APPENDIX:

The 2021 Trustee Library Committees:

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