

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

**Attendees:**

Kathryn Brown (KB) Kristen Ciccimarra (KC) Maya Frungillo (MF) Jordan Hyman (JH)  
Tricia Keane (TK) Alison Murphy (AM) Ashley Osieja (AO), Donna Pacifico (DP)  
Vivianne Pupo (VP) Mauro Wolfe (MW)

**Regrets:**

Wendy Fech-Caccamo (WC)

**Guests:**

None

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

**Governance:**

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

July and September minutes to be reviewed at the October meeting.

**Library Director's Report:**

**STAFF:**

A Saturday Librarian requested to go per-diem as he can no longer commit to Saturdays. The opening was posted and will be split between 2 hires, Leala Arnold and James Fabiano. Ms. Arnold will also cover one evening a week for an August leaver.

**BUILDING & GROUNDS:**

The Uno Group started the bathroom renovations, all seems to be moving along smoothly. One bathroom will be done first so the other is available for use for patrons.

Due to water damage from the roof, ceiling tile replacement is being researched. (The current tiles are no longer being manufactured).

PSE&G provided a cost to upgrade the library lighting. Of the proposed cost of \$27,000, PSE&G would pay 45% as part of their net carbon 2030 campaign.

**TECHNOLOGY:**

The Director is applying for a \$5,000 Watts grant ignorer to provide digital service to patrons (Flipster, Kanopy

and Star Ledger)

PROGRAMS:<sup>[1]</sup><sub>SEP</sub>The summer reading program, Tails and Tales, received well, 142 people with 764 books read. Grab and Go Crafts to continue, 541 done have went well.

Adult book club met outside in August.

Children story time continue 3 times a week with about 27 kids per week and 4 done outside in August. For the indoor ones, The Friends of the Library (FOL) purchased hula hoops so the kids can sit in their “spot” and stay spread out.

Looking to do Story time outdoors in August.

OTHER:<sup>[1]</sup><sub>SEP</sub>During Storm Ida, the Library was a cooling / charging station for those without power. This opportunity was well received and used by some residents.

## GIFTS

\$165 donation in gift was documented in the Director’s report

<<Following the Library Director’s update, a motion to accept the gifts was made by AO 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 AM with JH seconding and all members subsequently approving.>>

## **Bills:**

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

VOX books are books on tape/CD

2022 diaries will be reimbursed by the FOL.

Swank Movie licensing is an annual fee to allow Library to show movies throughout the year.

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

## **Treasurer’s Report:**

Ashley Osieja provided an overview of the current 2021 revenue and expenditures. 64% of the budget has been spent YTD.

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. **ACTION**  
The expenses bump in July is related to the 1/3rd payment made for the bathroom. As this money is in the reserve, it was going to be researched to see if they could go onto a line together. **ACTION**

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

**Other:**

Events are captured in the newsletter as well as within the website. Patrons can register at [info@mountainsidelibrary.org](mailto:info@mountainsidelibrary.org).

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

**Policy:**

N/A this meeting

**Old Business:**

OPEN

The Mountainside school district (Mrs. Richards retired the end of the 2021 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. It was confirmed that Mrs. Richards is keeping this project.

The broken crayon drive continues for the community with donations to be left in a box on a table. When the library has coloring projects, the extra crayons are added to the box. 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 and the electric, after analysis, will not move forward as not beneficial.

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.

#### CLOSED

It was noted by the Library Director that the FOL need to clean up the community room 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. This was completed.

There were 2 openings within the Board of Trustees that have been appointment.

DEFERRED<sup>[1]</sup><sub>SEP</sub> 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.

The September meeting was held virtual, this will continue to be revisited re Covid.

#### NEW BUSINESS

A vote on the continue of mask wearing inside the library is needed (until the October 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 >>

Prior to the public office hours, the staff will be in earlier to empty the book drop and prepare for the day. Amended office hours were proposed, reviewed and approved. Library Saturday hours 10am-1pm restarted in September. In October, this will move to 10am-5pm. Monday 10-8pm, Wednesday/Friday 10-5pm and Tuesday/Thursday 1-8pm

<< TK made the motion with AO seconding and all trustees were in favor >>

1-year evaluation for the Library Director to be initiated.

**OPEN TO THE PUBLIC:**

No public comments

Next meeting is scheduled for October at 7pm.

A motion was made to adjourn the meeting by JH and seconded by KC. All members were in favor.

**APPENDIX:**

The 2022 Proposed Trustee Library Committees:

Policy - Alison Murphy, Jordan Hyman, Vivienne Pupo and Wendy Fech-Caccamo

Finance - Ashley Osieja, Kristen Ciccimarra, Mauro Wolfe

Technology - Kristen Ciccimarra, Ashley Osieja, Donna Pacifico

Personnel / Nominating - Tricia Keane, Alison Murphy, Jordan Hyman, Vivienne Pupo