

Mountainside Public Library
Board of Trustee Meeting Minutes
October 2021

Attendees:

Kathryn Brown (KB) Kristen Ciccimarra (KC) Wendy Fech-Caccamo (WC) Jordan Hyman (JH)
Tricia Keane (TK) Alison Murphy (AM) Ashley Osieja (AO) Viviane Pupo (VP)
Mauro Wolfe (MW)

Regrets:

Maya Frungillo (MF) Donna Pacifico (DP)

Guests:

None

The meeting was held via zoom, in accordance with Covid-19 restrictions.

Governance:

Alison Murphy brought the meeting to order at 7:02pm.

<<A motion was made to approve the July minutes by JH and seconded by KC, all members were in favor.>>

There was no August meeting

<<A motion was made to approve the September minutes by VP and seconded by MW, all members were in favor.>>

Library Director's Report:

STAFF:

The prior Saturday librarian opening was filled by 2 librarians (Leala Arnold and James Fabiano.) who both started Ms. Arnold is also covering one evening a week for an August leaver.

BUILDING & GROUNDS:

The Uno Group bathroom renovations is moving along smoothly with one bathroom marked as family until the other available. There is a minor day 2 list with items such as hand dryer and toilet paper holder.

The PSE&G proposal to upgrade the library lighting, including brightness, is being presented to the electrician. As a reminder, of the proposal of \$27,000, PSE&G would pay 45% as part of their net carbon 2030 campaign.

TECHNOLOGY:

Nothing to report

PROGRAMS:

Fall programming for kids started in September:

- Grab and Go Crafts continue

- Squiggle club has been meeting indoors

- Children story time continues; some indoors and outdoors (weather permitting)

 - The Friends of the Library (FOL) purchased hula hoops for indoors for proper Covid spacing

The adult book club continues to meet outside and will move indoors / zoom / combo in November

Additionally, there were FOL programs offered on Fraud and the Beatles in the month of September

There were no community programs, but is a possibility in the near future, with people utilizing masks

OTHER:

FOL Book Sale is scheduled for November 18th - 21st in the media room. The library, community room only, will be open Sunday for the final day. Clean up will be Monday the 22nd.

GIFTS

\$650 donation in Memory of Jean Grabinsky was documented in the Director's report

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

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

Bills:

It was confirmed Wendy Fech-Caccamo and Ashley Osieja will co sign the bills.

A request was made for Tally by vendor, visual helps in confirming checks.

Baker and Taylor expenses are related to audio books and Midwest Tape is DVD's

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

Treasurer's Report:

Ashley Osieja provided an overview of the current 2021 revenue and expenditures; 72% of the forecasted revenue has been brought in and 73% of the budget has been spent YTD.

Revenues:

The \$5,000 Watts grant the Director applied for to provide digital service to patrons (Flipster, Kanopy and Star Ledger) is pending.

As noted in September meeting, the 2022 diaries are paid out of bills and then reimbursed by the FOL The State Aid should be seen in the October revenue reporting.

To align projected and actual, it was noted the FOL \$5,000 and projected monthly will be moved to the Non Operating Friends line below (blank but has the actuals) **ACTION, carried over from July minutes**

Expenses:

The bump in July and September related to the 1/3 bathroom payments to be moved to the reserves line where the budget is held so actuals and budget go onto a line together. **ACTION, carried over from July minutes**

A new version of the Treasurer's report was presented and well received by the Trustees. The team was thanked for the time in putting it together.

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

Other:

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

Museum passes restarted in May 2021, with 1 in September for the Intrepid. YTP 9 have been used verse 19 in 2020, all in January and February pre covid.

Database and Electronic Media usage was shared; 2020 vs 2021.

The Saturday Library hours appear to be well received with 43 and 61 people recorded in the 1st 2 Saturdays it was offered. And the extension of hours Monday nights as well.

Policy:

Social Media Policy was presented. Some edits were suggested at the beginning to include the social media the Library uses. To be re-reviewed at the October meeting.

Old Business:

OPEN

The Mountainside school district (Mrs. Richards retired but is keeping this project) and the Library are collaborating on a digital archive for the annual graduating class murals; an interactive touch screen kiosk at the Library with photos and news events. The school applied for and received a grant to finance the project. Digital images are being collected. The Library is the host location, the school is running the program. The Library does not know how large the kiosk would be or where it would be placed within the Library.

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

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.

1 year evaluation / feedback to be provided for the Library Director.

DEFERRED

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 continued use of mask wearing inside the library is needed (previously agreed thru September).

The statement will be above the library counter as well as on website for all to see.

<< JH made the motion with WC seconding and all trustees were in favor >

It was agreed to keep the staff lounge area designated for staff only.

OPEN TO THE PUBLIC:

No public comments

Next meeting is scheduled for November 15th at 7pm.

A motion was made to adjourn the meeting by JH and seconded by KC. At 8:03pm 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