

Attendees:

Mountainside Library Director:

Kathryn Brown (KB)

9 Board of Trustees:

<u>7 Members:</u>	Kristen Ciccimarra (KC)	Wendy Fech-Caccamo (WC)	Tricia Keane (TK)
	Alison Murphy (AM)	Ashley Osieja (AO)	Alex VanDeusen (AV)
	Mauro Wolfe (MW)		

1 Mayor representative: Donna Pacifico (DP)

1 Board of Ed representative: Viviane Pupo (VP)

Regrets:

None

Guests:

None

Governance:

The meeting was held via zoom, with Alison Murphy bringing the meeting to order at 7:03pm.

<<A motion was made to approve the December minutes by AO and seconded by MW; all members were in favor.>>

Library Director’s Report:

STAFF:

Curbside service will be ending, the staff worked hard to make the 3 week curbside only a success for the community.

BUILDING & GROUNDS:

The Library lost power on Monday, December 27 as the transformer on Route 22 was out. During this time the generator kicked in for 10 days. Also, the fresh air blowers were disabled due to the power outage and have been repaired.

TECHNOLOGY:

The \$7,000 Watts Grant that was applied for in order to fund (5) digital materials was approved.

Flipster magazine \$1,500	Kanopy digital (streaming / Great Courses)	
Hoopla on line for ebooks / movies	Library aware	Star Ledger (new)

PROGRAMS:

Due to the move to curbside only, there was no in-house programming.

- Children’s programming will resume in February.
- Great Courses and movies will start in February.
- The FOL programs continue and will remain through zoom.

FRIENDS OF THE LIBRARY:

The next FOL meeting is next week; the Library Director provided the 2022 Wish list, included in the December Trustee pack, which will be discussed by the FOL at the January 2022 meeting.

OTHER:

Alison Murphy signed the needed papers to establish the Library as a charitable beneficiary of the estate for Mr. Kaeppele.

GIFTS; There were no gifts to report this month.

<<A motion to accept the Library Director's report was made by KC with DP seconding and all members approving.>>

Treasurer's Report:

An overview of the current 2021 revenue and expenditures was presented, noting that the revenue was \$2,000 less than spend this month.

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

Bills:

The tally by vendor and individual bills were reviewed.

AO and KC will co-sign the bills.

Due to the power outage discussed in the Director reports, there may be an increase in utility bills in the following month.

<<A motion was made to accept the bills by DP, seconded by AO and approved. AM, AV and KC abstained>>

Other:

Events captured in the Library's newsletter and online in the Library's website; register at info@mountainsidelibrary.org.

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

Through the ILL, the Mountainside Library borrows more books than loans (books, CDs, DVDs).

Policy:

All policies have been reviewed and are current; next round of updates will be in 2023 unless tweaks are needed.

Old Business:

OPEN

The Mountainside school district (Mrs. Richards retired but kept the project) and the Library are collaborating on a digital archive for the annual graduating class murals; an interactive touch screen kiosk hosted at the Library with photos and

news events. The school applied for and received a grant to finance the project. Digital images were collected. A spot in the Library was confirmed by the Director and Mrs. Richards.

Due to roof water damage, ceiling tile replacement is being researched. (current tiles no longer being manufactured). Building and Groups is not able to fix the damaged ceiling tiles. A contractor name was just provided and will be asked to look into and provide an estimate.

As a reminder, the Director signed the PSE&G proposal to upgrade the library's internal lighting, including brightness. Of the \$27,000 proposal, PSE&G would pay 45% as part of their net carton 2030 campaign.

The Uno Group restroom renovations has a day 2 item, a hand dryer which is delayed due to supply chain issues.

There is a parking lot lighting upgrade project thru the Borough's Building and Grounds Department.

The 1 year Library Director evaluation to be provided; Draft was worked on by AM and MF and is now with AM.

Signing privileges to be executed in January to include the new trustees.

DEFERRED

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.

A vote on the continued use of mask wearing inside the library is needed (agreed thru January 2022 with Governor ordinance and the Westfield Board of Health (shared Board of Health) is also requiring masks). The statement will be above the library counter as well as on website for all to see.

Trustee meetings will continue to be held virtual, this will continue to be revisited re Covid.

A \$227,347 Trust from Mr. Robert Kaepfel was received and will go into reserve monies indefinitely (not specific to a program or project). The Trustees were very appreciative of the gesture.

Library Holidays for 2022 - proposal to make Juneteeth Monday June 20th a holiday and give back Columbus Day October 10th.

NEW BUSINESS

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. The Library Director emails trainings she has been notified about. - Alison will follow up on those who did not submit 2021 training.

OPEN TO THE PUBLIC:

No public comments

Next meeting is scheduled for February 28th at 7pm, via zoom.

A motion was made to adjourn the meeting by KC and seconded by MW At 8:01pm All members were in favor.

Signed by Kristen Ciccimarra

Appendix

2022 Executive Board:

President - Alison Murphy

Vice President - Wendy Fech-Caccamo

Secretary - Kristen Ciccimarra

Treasurer - Ashley Osieja

The 2022 Trustee Library Committees:

Policy - Jordan Hyman/Vivienne Pupo, Wendy Fech-Caccamo, Alex VanDeusen

Finance - Ashley Osieja, Kristen Ciccimarra, Mauro Wolfe

Technology - Ashley Osieja, Donna Pacifico, Alex VanDeusen

Personnel / Nominating - Tricia Keane, Jordan Hyman/Vivienne Pupo, Kristen Ciccimarra