

**Attendees:**

Mountainside Library Director:

Kathryn Brown (KB)

9 Board of Trustees:

7 Members:                      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)

Regrets:

1 Board of Ed representative:                      Viviane Pupo (VP)

Guests:

None

**Governance:**

Alison Murphy brought the meeting to order at 7:00pm, via zoom.

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

**Library Director's Report:**

STAFF:

Nothing to report

**BUILDING & GROUNDS:**

The Mountainside Girl Scouts are collecting items for Ukraine relief for the Be the Change NJ non profit; collection box was in the lobby.

On March 10th, the electrician from Tri-State Light and Energy who is conducting the PSE&G lighting upgrade, came to the library. They should begin work in the next 10-12 weeks.

The proposal is to upgrade the library's internal lighting, including brightness estimated at \$27,000 (PSE&G would pay 45% as part of their net carton 2030 campaign).

The Uno Group installed the hand-dryer, originally delayed due to supply chain issues.

**TECHNOLOGY:**

The application of E-rate (verizon and internet through Jersey connect) was submitted to Fund for Learning. They came back with questions, which are being addressed.

**PROGRAMS:**

FOL programs will continue via zoom as it allows for wider attendance with less cost.

There were 2 zoom programs in February, both well attended

Also included in the programming report

- Grab and Go Crafts continue as a big hit
- Origami meeting
- Children (family, preschool) story time meeting indoors as well as an additional via zoom
- The adult Library Book Group continues to meet through zoom with 6 people in February
- Great Courses and movies re-started

There have been no community programs to date

**FRIENDS OF THE LIBRARY:**

Following the 2022 wish list submitted to the FOL,

- The FOL donated \$1,000 for the Library Book Group; when done, the books are donated back and sold at book sale
- The FOL donated \$1,500 for large print books
- The FOL will pay for the chairs in the children room to be painted
- The FOL will continue to provide water for the staff lounge / staff
- The Globe arrived and is in the adult room

The FOL is collecting in the Library lobby for the Spring Boutique.

**OTHER:**

The Library Director submitted the State Annual Survey March 15th; providing circulation, visit and use statistics.

**GIFTS:**

There were no gifts to report /approve.

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

**Treasurer's Report:**

An overview of the current 2021 revenue and expenditures was presented

- The municipal appropriation arrived late this month.
- The Library has spent less than what came in via revenue. Assumption is utilities bills may increase due to current increases seen in the economy.

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

**Bills:**

The tally by vendor and individual bills were reviewed.

- Changes in salary/hourly will be seen in March bill list.
- AO and MF will co-sign the bills.

<<After review, a motion was made to accept the bills by AO, seconded by TK and approved.>>

**Other:**

Events are captured in the Library's newsletter and the Library's website; register at [info@mountainsidelibrary.org](mailto:info@mountainsidelibrary.org).

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

**Policy:**

An update to the Emergency Closing Policy was presented.

<<A motion to accept the Policy was made by WC seconded by AV and approved.>>

**Old Business:**

OPEN

Due to water damage from the roof, ceiling tile replacement is being researched. (The current tiles are no longer being manufactured). Building and Grounds is not able to fix the damaged ceiling tiles. An independent contractor was suggested to provide an assessment. The Director reached out and is awaiting a return call.

New blinds to be investigated when the Library's portion of the Trust funds from Mr. Kaepfel's estate distribution is received.

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 at the Library with photos and news events. The Library is the host location, the school is running the program and they received a grant to finance it. Digital images were collected. A spot in the Library was confirmed by the Director and Mrs. Richards.

The parking lot lighting upgrade project thru the Borough's Building and Grounds Department is underway with outdoor lights being changed per their research. CLOSED

AV to meet with the Library Director to understand the library's IT scope and look to identify opportunities.

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.

**All Trustees have training obligation, every Trustee commits to 1 hour annually.** Once completed, email detail to the Library Director to ensure captured. The Library Director emails trainings she has been notified about.

#### NEW BUSINESS

FOL Spring Book Sale went well. They opened at noon instead of 4pm due to interest.

Trustee meetings will continue to be held virtual.

The Library will continue to prohibit food and drinks within the library as well as meeting rooms - to be reviewed each month.

#### OPEN TO THE PUBLIC:

No public comments

Next meeting is scheduled for April 18th at 7pm via zoom.

A motion was made to adjourn the meeting by KC and seconded by DP at 7:50pm All members were in favor.

Submitted 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 and members:

Policy - 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, Vivienne Pupo, Kristen Ciccimarra