

Mountainside Public Library
Board of Trustee Meeting Minutes
November 2020

Attendees:

Kathryn Brown Nancy Caffrey Kristen Ciccimarra Maya Frungillo Jordan Hyman
Alison Murphy Ashley Osieja Steve Witt

Regrets:

Donna Pacifico

Guests:

Marilyn Heller Barbara McLaughlin

Meeting was held via zoom conference in accordance with Covid-19 restrictions.

Governance:

Steve Witt brought the meeting to order at 7:01pm.

A motion was made by Nancy Caffrey and seconded by Jordan Hyman to approve the October Board of Trustee meeting minutes. The motion was approved.

Director's Report:

Kathryn Brown provided a director's report.

Staff:

- Elizabeth continues to offer story time via zoom three times a week - it is well received.
- The grab & go crafts continues to be successful. Families come in to grab item and kids are proudly sharing the final products, which are shared to the community via the library facebook page.
- To remove close contact, staff meetings are not formally held but communication is being done through daily emails.

Building and Grounds:

- The Mountainside Library was NOT on the list of awardees from the Construction Bond Grant. This grant was going to be used to help upgrade the bathrooms, including to be ADA compliant. This will be tabled for further discussion.
- Cleaning services, as discussed last meeting, are being reviewed. Further in the bills, there is an increase in cost due to Covid. Kristen Ciccimarra mentioned that the recent council meeting included discussion on the borough going out to bid on cleaning services. The Library Director to

follow up to see if we can leverage the work they have done. Also Allison Murphy asked how we know they are there, do they sign in or leave anything to which the response was no, it was the honor system.

- Technology:
- The website project has been continuing with Steve Witt and Kathryn Brown working with Laura Gordon from Rytech. And the application grant has been written requesting funding from the Watts Foundation.
- Last meeting, it was mentioned that the donation button on the Library website brings up a 2015 PDF. This was fixed.

Other:

- As per the resolution made in September, the request of funds from the County of Union CARES Act Coronavirus Relief Funds Grant were submitted however, out of the \$4847.78 requested, we only received \$1656.99. A resubmission will be done for the difference. As some items did not have official bills due to timing and additional cleaning /sanitizing items need to be added as well.
- Some publicity articles were done via the Tapinto Mountainside news forum and shared with the members.
- The information requested pertaining to the 2019 fiscal audit has been provided to Suplee, Clooney & Company, CPA.
- A spreadsheet of daily visitors was provided and reviewed. Even with Covid numbers on the rise, the number of visitors has remained constant. Wireless internet log ins are up and there has been usage on the computers.

After the update, a motion was made by Jordan Hyman and Maya Frungillo seconded and approved.

Bills:

A conversation ensued pertaining to the PSE&G and janitorial bills which were \$0 due to timing,

After review of the bills, a motion was made by Nancy Caffrey, seconded by Ashley Osieja and approved.

Donations:

Kristen Ciccimarra made a motion to accept the donations and Allison Murphy seconded.

A conversation ensued on how donations should be received and captured in the Directors report. A suggestion was made to add rounding of change patrons "donate" into fines and fees as that is where the

donation originates from. It was also noted that the \$10,000 donation last year will be reviewed by the auditor to help with the direction forward on how best to capture these items. A discussion was also had on the possibility of forming a Foundation.

Treasurer's Report:

Ashley Osieja provided an overview of the current and year to date revenue and expenditures. The decrease in incoming revenue is offset by the under spending on the expenditures such as building & grounds and library materials. E-rate is being investigated as it was through to have been recovered in 2020. It was noted that fines started to re-accrue September 13th.

A motion to accept the Treasurer's report was made by Kristen Ciccimarra, seconded by Jordan Hyman and approved.

Other:

Regarding Community Programs, the Director noted that there were no requests to use the meeting room.

Regarding Circulation, nothing to note.

Museum Passes are again available. And 1 has been used since Covid began, the Morris Museum in October.

Database and Electronic Media usage was reviewed. The Library Director suggested, in the current environment, a review of electronic resources would be done to see what could be added, especially since there is grant money remaining earmarked for electronic services.

Old Business:

Following up from a September suggestion on contactless jewelry sale, Jordan Hyman and Kristen Ciccimarra offered to find volunteers to pick up and photograph the jewelry and then have an online sale. Last year, the Friends raised about \$1,000 at the holiday sale. Steve Witt agreed to set up a follow up with the Friends as well as Jordan Hyman and Kristen Ciccimarra.

Furthering the discussion from the January 27th 200 joint Friends / Trustee gathering and the October Trustee meeting, discussions were had on forming a joint fundraising forum. Marilyn and Barbara would represent the Friends and Kristen, Jordan and Allison would represent the Trustees.

The book sale was revisited. The books remain in the library. As there are concerns around contact of money, 25% room capacity and the meeting room being used to quarantine returned books, it was reconfirmed to leave further discussion until Spring 2021.

Steve Witt reminded everyone that the Friends Annual membership drive is in full swing. Allison Murphy added that Pamela Shaw, Friends treasurer, had been quite pleased with responses to date.

It was agreed to discontinue the Covid Archive project and remove it from the Library website.

New Business

As discussed in October, an employee resigned and the board approved the recruitment for the 12 hour shift. Michael Constante was hired at \$11 per hour beginning November 16th as a circulation assistant.

The Director detailed an opportunity for a merge mail, constant contact, to assist the Library and the Friends in communication with the community. Mailchimp is the technology utilized now but constant contact offers more opportunity for items such as the newsletter. The email process can not be link in with the library card due to privacy issues. Once ready to launch, publicly such as Tapinto will be used as well as Facebook. A Director suggested a review of the website as the most recent newsletter appears to be 2017.

Work on the website is progressing. The hope is it will be live in about 2 months. This new site should be easier to use as well as update.

The Library has been previously defined as an Emergency Warming Station. In case this needs to be initiated, it was suggested a key and code should be shared with the Borough Administrator. Nancy Caffrey thought that they had one already. The Library Director will confirm. Nancy Caffrey approved the ask and Kristen Ciccimarra seconded. This was approved.

In 2020, Christmas Day and News Year Day fall on a Friday. A recommendation was made to close the library on both days. Nancy Caffrey approved the ask and Maya Frungillo seconded. This was approved.

Kristen Ciccimarra acknowledged the staff are being careful due to covid but asked if the Trustees could donate food for a holiday gathering. The Library Director confirmed that the staff are not eating the staff room together and a holiday gathering should not be held. Also, it was advised that no gift cards, letters etc should be dropped off as the staff should not be receiving gifts.

A discussion ensued on the officer slate for 2021. The office of President and Vice President is open with the resignations of Clark Landale and Nancy Caffrey respectively. The other positions are Secretary and Treasurer. The Trustees were asked to send an email to Nancy Caffrey, as part of the Personnel /Nominations Committee, if interested. Ashley Osieja volunteered to remain as Treasurer.

Additionally, with the resignations, there are 2 openings on the Board. Mayor and Council select the new members and they are announced at the reorganization meeting in January. Current Trustees can send in recommendations. As the Board wants to move forward with a Foundation, someone with that knowledge would be helpful.

The 2021 Committees will be reviewed after the new Board member are appointed. Currently they are:

Friends Liaison - Jordan Hyman, Kristen Ciccimarra, Allison Murphy

Policy - Maya Frungillo, Jordan Hyman, Donna Pacifico

Finance - Ashley Osieja, Kristen Ciccimarra, Nancy Caffrey

Technology - Kristen Ciccimarra , Ashley Osieja, Steve Witt

Personnel - Nancy Caffrey, Maya Frungillo, Steve Witt

All Directors were reminded to send the Library Director their 2020 training detail to ensure the training obligations are met.

The Borough is initiating a new Time Capsule collection and the items for are required to be submitted by December 1st. The Library will participate again and included will be items such as Magnet, Library Card, Friends newsletter, an ornament.

Kathryn Brown contacted the Watts and confirmed \$2,932 remains from the 2019 grant related to electronic resources, to be used by year end. 2 programs were purchased, Flipster (online magazine) and Kanopy, which closes out an action from September 2019 when this video streaming service was first presented to the Board.

Next meeting is scheduled for December 21st, 2020, to be held via zoom.

A motion was made to adjourn the meeting by Jordan Hyman and seconded by Allison Murphy at 8:24pm. All members were in favor.