

**Mountainside Public Library**  
**Board of Trustee Meeting Minutes**  
**October 2020**

**Attendees:**

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

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

**Governance:**

Steve Witt brought the meeting to order at 7:03pm.

A motion was made by Kristen Ciccimarra and seconded by Donna Pacifico to approve the September Board of Trustee meeting minutes. The motion was approved.

**Director's Report:**

Kathryn Brown provided a director's report.

**Staff:**

- As of October 5<sup>th</sup>, the library is open for Browse and Borrow, at reduced hours, with positive feedback from the patrons.
  - Statistics were sent via email prior to the meeting illustrating about 30 people per day
  - The two-team staff schedule continues.
- Story time via zoom has continued three times a week with Elizabeth leading the program
- Additionally, Elizabeth is coordinating grab & go crafts, which is also successful.

**Building and Grounds:**

- Keeping in line with Governor Murphy's guidance, Joseph Popolo from the Mountainside Fire Department confirmed the Library's 25% capacity figure to be 22 people.
- Delli Santi Electrical has been replacing ballasts and lights throughout the Library.

**Technology:**

- The website project has been continuing with Steve Witt and Kathryn Brown working with Laura Gordon from Rytech.

**Other:**

- As per the resolution made in September, the request of funds from the County of Union CARES Act Coronavirus Relief Funds Grant has been submitted and tentatively approved.

- With the opening of the Library, curbside pickup is still being offered, although curbside numbers are decreasing as people are coming into the Library.
- The 2019 fiscal audit is in scheduling mode.
  - It was confirmed that for the 2018 Year-end audit, the vendor reached out in July, was conducted in September and presented to the Board October 2019.
  - The vendor was confirmed to be Suplee, Clooney & Company, CPA.
- As discussed in September, Saturday hours will begin November 7<sup>th</sup> with the Library open to the public 10am-1pm
  - Ensuring safety and security of the staff and patrons, there is a greeter at the front of the library to go over rules and take temperature of patrons.

**Bills:**

A conversation ensued on the current janitorial services as there are additional charges (\$70 per hour) related to covid cleaning. Borough Hall switched to BMI in January 2020 and at that Board meeting, it was agreed to look into the satisfaction of the services vs. the increase in expenses. The Director will investigate the fees and cleaning process (including covid protocols) to see if the Library should put the services out to bid.

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

**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.

Confirmation of the grant revenue line included \$15k from the freeholder grant (bathroom), \$5k related to children's programs and \$5k for outstanding Watts funding.

It was noted that fine fees are not waived but deferred as the Library Staff is not taking cash at this time and currently there is no other payment method available.

The State Bond Act (originally discussed in late 2018) may move into 2021.

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

**Other:**

Regarding Community Programs, the Director noted that there have not been any requests to use the meeting room other than the Watts Foundation, who comes in Monday evenings and the Director stays to monitor. With

the current capacity dictated by the Governor and the furniture displayed, staying 6 feet apart proves to be difficult.

Regarding Circulation, a discussion on periodicals highlighted that many magazines were placed on hold during covid. Regarding Book Pages, the Library started to pay in November 2020 and it is extended until September 2021 as the Library had not received the materials.

Although they have not been used since Covid, Museum Passes are again available. As a reminder, the Grounds for Sculpture pass is no longer available, as they stopped the pass process at the end of 2019.

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 a suggestion from the September Board meeting, the Director spoke to the staff and confirmed with them that they are not interested in receiving additional training from a medical professional on safe work practices during the pandemic.

An update was provided on the website and included in the Directors update. The annual proposed budget would be \$4,000 for licensing fees, to potentially be paid by the Friends. A \$500 deposit would be required. Kathryn Brown contacted the Watts and confirmed \$2,932 remains from the 2019 grant related to electronic resources, to be used by year end.

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 follow up with the Friends.

As follow up to the January 27<sup>th</sup> joint Friends / Trustee gathering, Steve Witt re-confirmed that the Friends are welcome to join the Library meetings and the Board of Trustees to attend the Friends meetings. The members requested the Friends' meeting dates. And it was re-discussed that a Friends member could / should attend the Board meeting as a nonvoting member.

The book sale was revisited. It was suggested to wait until the spring. Current issues around a sale include contact of money, room capacity, the meeting room is being used to quarantine returned books.

### **New Business**

Kathryn Brown had shared prior to the meeting October 7<sup>th</sup>, an email from the NJ Library Trustee Institute about a virtual institute on October 17<sup>th</sup> from 9am-1pm.

Due to a resignation of an employee who was on an extended leave of absence, the library is looking to hire for the 12 hour shift. This was approved by Nancy Caffrey and seconded by Alison Murphy.

Jordan Hyman mentioned that the donation button on the Library website brings up a 2015 PDF. The Director agreed to look into this.

A conversation ensued on a project some of the NJ libraries are running around a Covid Archive project. This is listed on the Library's website. It was not know if there have been any responses to date. As a way to engage the community, Jordan Hyman would promote via the Board of Education meeting to reach the K-8 community.

If trustees have virtual programming ideas, they were requested to share with the Library Director. It was also suggested to send a notification to the Friends chair when programs are occurring to engage them.

Steve Witte notified the group that the Friends are including the annual membership drive in the next newsletter. It was suggested the Trustees could lead the way and show support by sending in their membership.

Donna Pacifico reminded everyone about the 1995 Time Capsule being opened at the Veterans Memorial, outside across from the Library, on Thursday, October 22<sup>nd</sup> at 10am. Library contents are among some of the 25 year memorabilia being displayed. Kristen Ciccimarra asked if the items could be displayed at the Library. Collections for the next one are required to be submitted by December 1<sup>st</sup>. The Library will participate again.

Next meeting is scheduled for Monday, November 16<sup>th</sup>.

A motion was made to adjourn the meeting by Nancy Caffrey and seconded by Jordan Hyman. All members were in favor.