

**Mountainside Public Library
Meeting Minutes — September 21, 2020**

In Attendance

Kathryn Brown, Kristen Ciccimarra, Maya Frungillo, Jordan Hyman, Clark Landale, Alison Murphy, Ashley Osieja, Donna Pacifico, and Steve Witt attended the Board meeting via video conference.

Clark Landale brought the meeting to order at 7:31PM.

A motion was made by Steve Witt and seconded by Mary Frungillo to approve the minutes from July. The motion was approved.

Director's Report

Staff

- Elizabeth has continued with story times via Zoom three times a week.
- Dawn Bladzinski, Library Media Specialist Beechwood School, sent an email stating how professional, friendly and accommodating the staff is. She also wrote, "Mrs. Elizabeth Perrin goes out of her way to do outreach to the schools and lets teachers and faculty know that she is available to help meet the educational and recreational needs of Mountainside students. She is well loved in the community and has been the 'face' of the library. I am sure you will find her experiences and expertise invaluable as you continue to develop services and programs as you serve at the helm of the public library. So often, good deeds go unnoticed and unrecognized, and I just wanted to take a moment to applaud and acknowledge Elizabeth for her dedication to Mountainside and for her advocacy and outreach efforts."

Building and Grounds

- Staff are in the building on a two-team schedule.

Technology

- Hoopla is up and running. A teacher requested cards for her class so they may use the site for book discussion.

Other

- Curbside pickup has been going well.

Monthly Stats – July & August

ElibraryNJ/Libby eBooks/audiobooks	655	July 2020	625	August 2020
Tumblebooks	40	July 2020.	48	August 2020
Hoopla Digital			31	August 2020

A motion was made by Maya Frungillo and seconded by Jordan Hyman to accept the Director's Report. The motion was approved.

Bills

A motion was made by Kristen Ciccimarra and seconded by Jordan Hyman to pay the bills. The motion was approved.

Treasurer's Report

A motion was made by Donna Pacifica and seconded by Alison Murphy to accept the Treasurer's Report. The motion was approved.

Old/New Business

The Director announced to the Board that the library's phase 4 opening to the public will begin on October 5. The library will be opened MonWedFri 10-5, and TueThur 1-8. These slightly curtailed hours will allow the staff sufficient time to sanitize returned material. The browsing period will be limited to 30 minutes, with occupancy capped at 25% maximum capacity. No tutoring or meetings will be allowed. After a few weeks, computer use will be made available to patrons, but limited to 1-hour periods by appointment. The Director will look into Saturday hours for November, with either limited hours or alternate week openings, as the staff would prefer to maintain the A/B schedule. A number of Board members hope that the staff remains flexible and confident that their security and safety is always considered as we make the library more available to our many patrons.

A motion to open the library on October 5 at reduced hours was made by Nancy Caffrey and seconded by Allison Murphy. The motion was approved

The director will look into whether the staff would be interested in receiving additional training from a medical professional on safe work practices during the pandemic. The Director believes that they are already aware of the safety protocols put in place by the State.

The Board discussed the expenditures previously requested from the state under the CARES act, and additional potential reimbursement for sanitation and PPE equipment, as well as for the HOOPLA digital service. To that end, the Director also presented the following resolution to the board:

Resolution to Request Funds County of Union CARES Act Coronavirus Relief Funds Grant.

WHEREAS, the Library Director of the Mountainside Public Library has received an application to apply for funding to cover costs associated with the COVID-19 pandemic from the Union County Board of Chosen Freeholders, and the grant application requires a Resolution from Library for request / acceptance and use of funds.

BE IT THEREFORE RESOLVED by the Board of Trustees that the request / acceptance of funds is approved

A motion was made Kristen Ciccimarra and seconded by Nancy Caffrey to approve the resolution for the request/acceptance of funds from the Freeholders. The motion was approved.

A question was raised about progress on the new library website, which had been put on hold due to the pandemic and the hiring of a new Director. We can now move forward, and the Director will be briefed next week on the website developers' proposals.

The shortfall of revenues due to the extended library closing continues to be a matter of great concern to the Board. DVD rentals and fines, for example, are well below budgeted estimates. A few Board members wondered if the FOL can be of assistance, through either open air book or jewelry sales. Jordan Hyman will speak to them about the possibility of a contactless jewelry sale.

At the end of the board meeting, Clark Lansdale announced his immediate resignation as President, as he and his family are relocating out of state. The board expressed their great appreciation for Clark's steadfast leadership and commitment to the Mountainside Library and wished him well. Steve Witt was named Interim President for the remaining three months of the year, and Kristen Ciccimarra graciously volunteered to take over his duties as Secretary.

A motion to adjourn the meeting was made by Kristen Ciccimarra and seconded by Donna Murphy. The meeting was adjourned at 8:54.