

**Mountainside Public Library**  
**Board of Trustee Meeting Minutes**  
**February 2021**

**Attendees:**

Kathryn Brown	Wendy Fech-Caccamo	Kristen Ciccimarra	Marnie Dardanello
Maya Frungillo	Jordan Hyman	Alison Murphy	Ashley Osieja
Donna Pacifico	Vivienne Pupo	Steve Witt	

**Guests:**

Dayle Treece	Marilyn Heller	Barbara McLaughlin
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The meeting was held via a zoom video conference call in accordance with the NJ Governor's in-person Covid-19 restrictions.

**Governance:**

Steve Witt brought the meeting to order at 7:00pm.

>>After noting a change to the date reference to the donations section, a motion was made by Alison Murphy and seconded by Wendy Fech-Caccamo to approve the January Board of Trustee meeting minutes. The motion was approved.

**Library Director's Report:**

Kathryn Brown provided a Library Director's report.

## **Director's Report – February 15, 2021**

### **Staff**

- Staff meeting February 8, 2021

### **Building and Grounds**

- Meyer & Depew replaced the air filters on January 20, 2021
- Meyer & Depew replaced a circulation pump on January 22, 2021

### **Technology**

- Tuesday February 9, the Library was without Internet or telephone service. A power outage issue on Monday night caused problems with Verizon, and the back-up of Comcast. Issue was resolved on Wednesday February 10.

### **Programs**

- Jamie Novak, Reorganizing, on January 19, 2021 sponsored by the Friends of the Library had 63 people in attendance on Zoom

### **Other**

- Protocol changes in book returns
  - Books are going directly into quarantine for 5 days. Checked in on the 6<sup>th</sup> day.
- Publicity
  - A flyer to get a library card has been included in the Kindergarten sign-up packet
  - I have reached out to TapInto about programming
  - A bookmark is being designed to go out with all curbside deliveries
    - Adult Programs
    - Children's Programs
    - Feature Databases
    - Sign-up for newsletter
- Budget Committee needs to set up a schedule to meet before the 2021 Budget can be presented at the March Trustees meeting
- Library Foundation
  - According to the American Library Association unsolicited donations may be received. Having a please donation section on the website does not count as solicitation.
- Restroom renovations
  - Updated Bid from Brian Kinney
    - 2/2018 Bid \$29670
    - 1/2021 Bid \$32450, increase due to labor and materials
  - Reached out to S.E. West and no response
- Cleaning Services
  - Eastern Services, Fairfield NJ placed a pricing agreement for \$1695.00 a month
- UGI – No payment in January as the timing for payment was off.
- Website —Steve Witt and I met three times via Zoom with Laura Gordon, library website developer. Although the site is missing a few graphics and needs minor copy revisions, we performed beta testing with a trustee, a library staffer and one of the Friends, and are incorporating their suggestions. We are reaching out to Ben Weaver at Jersey Connect to secure our new hosting, and a few staff members will soon be trained by the developer on the Joomla, the software used. We are confident that the site can go live in March.

### **Gifts: January 2021**

• Pamela Federbush	\$50.00
• John McLaughlin	\$500.00
• Lisia Zhang	\$50.00
<b>Total</b>	<b>\$600.00</b>

A spreadsheet with the current statistics was provided in the materials and reviewed.

A conversation ensued around the power outage. It was noted that the President, Steve Witt, was aware. A suggestion was made to inform all Board members for situations such as this.

>>A motion was made by Ashley Osieja and seconded by Jordan Hyman to move forward with the proposed bathroom renovation from Mr. Brian Kinney at \$32,450.

>>A motion was made by Alison Murphy and seconded by Maya Frungillo for Eastern Services to supply the cleaning services to the Library.

>>A motion was made by Ashley Osieja and seconded by Marnie Dardanella to accept the January 2021 donations.

>>After the Library Director's update, a motion to accept the Library Director's report was made by Maya Frungillo and then Kristen Ciccimarra seconded and subsequently approved.

#### **Bills:**

There is an open question as to why the line item for UGI Energy Services was added and was \$0 last month and now there is an expense.

It was confirmed Steve Witt and Maya Frungillo will co sign the bills.

>>After review of the bills, a motion was made to accept the bills by Kristen Ciccimarra, seconded by Donna Pacifico and approved.

#### **Treasurer's Report:**

Ashley Osieja provided an overview of the January 2021 revenue and expenditures. The 2021 municipal appropriations have increased and the January expenses are less than usual.

As per the Director's Report, the finance committee will meet and then the budget will be presented at one of the next meetings.

As a note, some 2020 bills were reviewed and described as being paid towards the 2020 budget,

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

### **Other:**

Regarding Children, Adult and Community Programs, the zoom story time and grab and go crafts are still well received.

The Friends of the Library ("FOL") continue to offer zoom programs. Coming in February - NASA's next mission to Mars and another around Broadway. These types of events will be captured in the newsletter. Information is on the website for patrons to be able to register, [info@mountainsidelibrary.org](mailto:info@mountainsidelibrary.org).

### **Policy:**

The Meeting Room Policy was reviewed with conversations around light refreshments as well as proposed fees for non profit and for profit organizations.

### **Old Business:**

OPEN

The website project has been continuing with Steve Witt and Kathryn Brown working with Laura Gordon from Rytech - it is estimated to be 75% completed. Dayle (FOL), Barbara (employee) and Maya (Board) have all been testing the new site. A new version is expected by the next Trustee meeting.

The 2019 fiscal audit was completed by Suplee, Clooney and Company, CPA. The final report was received in the mail, quarantined for the 3 day library protocol and will be circulated to the Board of Trustees via email.

Steve Witt reminded everyone that the Friends Annual membership drive is in full swing and each Trustees participation is encouraged. It was stated that 90% of the programming comes from the FOL so attention to the membership drive is appreciated.



A discussion ensued on the opening of Libraries. Only 4 in Union County are opened, Westfield is still closed. At this time, the governor considers the Libraries (and staff) to be non essential buildings. And at this time Mountainside Borough Hall is not open. A conversation ensued around the Mountainside school's libraries and their process. Currently the school libraries have students emails books or materials needed and it is provided that way (similar to curbside pick up). It was noted that the library school rooms are being utilized (classes and meeting rooms). Also, currently library staff are considered non essential for the vaccine. The NY Governor has the library staff listed in future roll outs, it is hoped the NJ Governor will follow.

The Friend guests attending the meeting reminded the Trustees that the next FOL meeting is February 22nd - all are welcome to join. If people join the Friends (see donation request above), they should be on the mailing list. The FOL guests mentioned they will start to do 4 programs in March, 2 in the evening and 2 in the afternoon. Also, they mentioned the restaurant day being pulled together for take in or take out. A new topic around Gap Year for high school students was suggested. The Governor Livingston principal sent out an email on the topic and the Summit Library had a speaker present recently as well.

#### CLOSED

Following the 2019 Audit, a follow up conversation is not needed on the receipt of donations and capturing in the Library Director's report as it was confirmed to be an allowable process.

It was confirmed that the 2021 trustee association fees will be paid by the Library as well as incorporated into the 2021 budget.

The 2021 Trustee Library Committees were confirmed.

Friends Liaison\* - Jordan Hyman, Kristen Ciccimarra, Alison Murphy

Policy - Maya Frungillo, Jordan Hyman, Vivienne Pupo and Wendy Fech-Caccamo

Finance - Ashley Osieja, Kristen Ciccimarra, Steve Witt

Technology - Marnie Dardanello , Ashley Osieja, Donna Pacifico

Personnel / Nominating - Marnie Dardanello, Maya Frungillo, Steve Witt

\*Fundraising - Furthering the discussion from the January 27<sup>th</sup> 2000 joint Friends / Trustee gathering and the October Trustee meeting, the FOL were open to suggestions so it was agreed to form a collaborative fundraising forum to “kick around ideas”.

Marilyn, Kathy and Barbara would represent the Friends

Kristen, Jordan and Alison would represent the Trustees

A conversation continued on if a Foundation was needed or not. Kathryn Brown, Steve Witt and Maya Frungillo presented some materials around the creation of a Foundation. Many libraries offer this as a mechanism to accept large donations that the Library can use at their discretion. It was agreed that since it was confirmed donations can be accepted and the FOL have many fundraising opportunities, a Foundation was not needed at this time.

#### DEFERRED

All Trustees are reminded of their training obligation - it had been previously agreed every Trustee would do 1 (one) hour each year. Once completed, please email the Library Director the detail to ensure the annual training obligations are met. Steve Witt shared the New Trustee Meeting training information via email.

#### **New Business**

The school district has reached out about a digital archive for the annual graduating class murals. It is envisioned to be an interactive touch screen kiosk with photos and news events. The school would be looking to do a grant to finance the project.

It was agreed that all policies should be reviewed over the course of a year. The policy committee would meet and revert back.

Kristen Ciccimarra mentioned the HEART grants as an opportunity for the Library and FOL to receive funding or share with monthly library presenters as a means to help financial support their programs. 60 artists, historians and non profit organizations benefited from the 2021 grant program.

A conversation ensued around a potential broken crayon drive for the community. Kristen Ciccimarra suggested it could be an opportunity for the library to work with the residents in an effort to give back.

Next meeting is scheduled for Monday, March 15th, 2021 at 7pm, to be held via zoom.

A motion was made to adjourn the meeting by Alison Murphy and seconded by Jordan Hyman at 8:20pm. All members were in favor.