Mountainside Public Library
Board of Trustees  - November 20, 2023
Meeting Minutes

**Attendees:**

Alison Murphy (AM) - President

Andrew Adornato (AA)

Mike Goodwin (MG)

Ashley Osieja (AO) – Treasurer

Alex VanDeusen (AVD)

Valerie Wass (VW) - Secretary

Tammy Shaw (TS) - Library Director

**Governance:**

The meeting was held in a hybrid format with both in person attendees and those attending via Zoom.  The meeting was brought to order by AM at 7:05pm.

REGULAR BUSINESS

**September Meeting Minutes**

Motion to approve the September 2023 Meeting Minutes was made by AVD, second by MG.

**Buildings and Grounds**

The Library received a payment in the amount of $51,816 from the insurance company to repair ceiling tiles that were damaged during a storm this past summer.

Motion to move $51,816 into the Library's "restricted" account was made by VW, second by AO.

**Director's Report**

Motion to approve the Director's Report was made by AVD, second by AO.

**Treasurer's Report**

Motion to pass the bills was made by AO, second by VW.

COMMUNITY ASSESSMENT SERVICES

As part of the Library's strategic planning process the Trustees agreed it would be beneficial to obtain an unbiased community assessment that would identify the "needs" and "wants" so that our Library can continue to be a resource for people to use.  Funding for a community assessment was provided by the Watts Foundation.  The Trustees reviewed proposals from three consulting companies along with a summary of comparisons that the director provided. The Trustees selected the Ivy Group based on their combination of market research and library experience.

Motion to approve the IVY Group to provide Community Assessment Services was made by VW, second by MG.

YEAR-END BUDGET STATUS

Based on the spending projection through the end of 2023, it is anticipated that the Library will be underspent by up to $18,000. This is due in a large part to the deferred cost of eContent as a

result of migrating to the MAIN Alliance Consortium which employs a different billing structure than the existing vendor. The director identified a list of technology purchases that will enable MAIN to better support the library, that could be purchased with the money that the library saved as a result of joining MAIN. The technology includes purchasing several computers that meet MAIN's specifications, as well as upgraded barcode scanners and receipt printers. In addition, the library will be purchasing an AWE computer to replace an older model that is not likely to last much longer, an OWL to facilitate hybrid meetings, and an up-to-date Cloud based version of QuickBooks along with QuickBooks training and data migration.
Motion to approve the spending of the underrun on technology was made by VW, second by MG.

TRUSTEE TRAINING
All Board members must complete one hour of training. Sessions range from 1 to 2 hours each (7 hours total is needed amongst our group of Board members).

The next meeting will be held on Monday-December 18, 2023 @ 7:00pm.

The meeting was adjourned at 8:34pm.
Motion to adjourn the meeting was made by AVD and second by VW.