

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, January 23, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

Meeting Minutes

Mountainside Public Library

December 19, 2022

Attendees: 7 Members

Alison Murphy (AM)	Alex Van Dusen
Kristen Ciccimarra (KC)	Tricia Keane (TK)
Mauro Wolf	Donald Rinaldo (DR)
Ashley Osieja (AO)	
Donna Pacifico (DP)	Mayor Representative

Library Director: Tammy Shaw

Regrets Vivian Pupo (VP) Board of Education Representative

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:04pm.

Trustee Secretary, Kristen Ciccimarra read the Sunshine Act.

Minutes of November 21, were approved (AV/MW).

Library Director's Report (AV/MW)

Discussion of HVAC issue in the meeting room. No decision rendered.

Surveillance camera installed on December 14.

The Director has contacted 5 potential consultants to assist with the community assessment portion of the strategic plan.

Motion to approve roof repair. (AV/DP)

Motion to approve Program Policy (AO/DP).

Motion to approve Bill List (AO/TK)

Motion to adjourn at 8:17pm. (TK/MW)

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, February 27, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

Meeting Minutes

Mountainside Public Library

January 23, 2023

Attendees: 8 Members

Kristen Ciccimarra (KC)	Tricia Keane (TK)
Val Wass (VW)	Ashley Osieja (AO)
Donald Rinaldo (DR)	Alex Van Deusen (AV)
Michael Goodwin (MG)	Board Of Education Representative
Donna Pacifico (DP)	Mayor Representative

Library Director: Tammy Shaw

Regrets Alison Murphy (AM)

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Kristen Ciccimarra.

The Sunshine Act was read into the meeting.

December 2022 meeting minutes were not available so will be reviewed for approval when submitted.

Library Director's Report

Personnel: New Library Assistant, Jake Merlo, to begin employment on January 30. Recommendation is to not fill the Senior Library Assistant position and to work with a contractor on a limited basis to do social media.

Finance: The Rose Kaepfel Estate left a bequest of \$12,761. When received, this bequest will be added to the restricted funds.

Hot beverage service is to resume.

The library is hosting an Open House on Saturday, February 4.

Motion to pass the Director's Report. (TK/DR)

Motion to approve the bill list. (AO/AV) and approved unanimously. KC and AO signed the bills.

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, March 20, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

Meeting Minutes

Mountainside Public Library

February 27, 2023

Attendees: 5 Members

Alison Murphy (AM)	Tricia Keane (TK)
Val Wass (VW)	Ashley Osieja (AO)
Michael Goodwin (MG)	Board Of Education Representative

Library Director: Tammy Shaw

Regrets Kristen Ciccimarra

Donald Rinaldo

Donna Pacifico Mayor Representative

Alex Van Deusen

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:08pm.

The new members of the Board including Val Wass and Michael Goodwin were sworn into office.

The Sunshine Act was read into the meeting.

February meeting minutes were not available so will be reviewed for approval when submitted.

Library Director's Report:

An estimate was accepted for the roof/facia repair in the front eaves of the entryway and repairs will begin in the ensuing week.

Personnel: The scope of this category was comprehensive so was tabled to be addressed in the budget/new business segment. As such, a "Rice" notification was sent to MPL staff prior to the scheduled Board meeting to insure that all employees were made aware that pay structures would be reviewed, discussed and amended. No staff members attended; the meeting remained in closed session to discuss the budget and staff pay scales.

Library hours of operation were evaluated and the Director made recommendations to alter the schedule based on foot traffic. The new schedule reflects a 9:30am opening every day, 8:00pm closing on Monday and Thursday, 6:00pm closing on Tuesday and Wednesday and 5:00pm closing on Friday and Saturday. Revised hours will be in effect for Spring. A motion to approve was presented by AO and second by TK; all approved. Motion passed.

Friends of the Library passed the annual operating budget and will continue to provide programs and services. Book sale will occur week 1 March.

Finance: An in-depth analysis of current pay rates, projected personnel needs and cost-saving techniques was presented by the Library Director to the Finance Committee one week prior to the Board meeting. Pivoting toward more outward facing expenses, reducing the per person expenses for the Mountainside population and recalibrating pay scales to align more closely with NJLA minimum standards while negotiating a 40% reduction in technology costs were strategies reflected in the budget proposed by the Library Director. After lengthy discussion, the motion to approve the budget was made by MG and second by VW. All were in favor, so the budget was passed.

The Director proposed the addition of a Social Media Liaison to the staff budget to address the changing methods of marketing, publicity and TK. All in favor so motion was passed.

The treasurer's report was reviewed and a motion to approve the monthly recap was made by VW and second by MG. All in favor so approved.

While the Bill Summary was omitted from the report, the treasurer was able to review the recap which tied to the monthly report. As such, the Bills were reviewed and a motion to approve was made by VW, second by MG and approved unanimously. AM and TK signed the bills.

New Business:

Committee assignments were reviewed by AM and current Board members. The sub committees were evaluated and "Fundraising" and "Technology" were removed and "Buildings and Grounds" was created. All Board members were requested to participate in at least 2 sub committees.

Conversation was surfaced by the Director regarding Consortiums and recommendations for further review as part of a Strategic Planning initiative were made. Funds are currently available from Union County to offset the cost of joining and It was suggested that an outside consulting firm assist with the development of a strategic plan and that Watt's Foundation money may be available to fund this endeavor.

A motion to adjourn was made by AO and second by VW; the meeting adjourned at 8:24pm.

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, April 17, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

Meeting Minutes

Mountainside Public Library

March 20, 2023

Attendees: 9 Members

Alison Murphy (AM)	Tricia Keane (TK)
Val Wass (VW)	Ashley Osieja (AO)
Donald Rinaldo (DR)	Alex Van Deusen (AV)
Kristen Ciccimarra (KC)	
Michael Goodwin (MG)	Board Of Education Representative
Donna Pacifico (DP)	Mayor Representative

Library Director: Tammy Shaw

Regrets None

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:04pm.

Trustee President, Alison Murphy read the Sunshine Act.

Motion to approve minutes of February 27, 2023 meeting. (MG/AV)

Library Director's Report

MJ and Sons completed roof/facia repair on March 10 for \$5,785 as estimated.

The Director submitted the 2022 Annual Report to the NJ State Library as required.

Sue Gallagher began work as a publicity consultant 5 hours/week to create social media posts and assist with branding the library.

Friends of the Library Book Sale made \$2,100.

Motion to pass the Director's Report. (KC/TK)

Motion to approve the Treasurer's Report. (VW/DR)

Motion to approve the bill list. (AV/DP) and approved unanimously.

Motion to adjourn at 8:12pm (DR/MG)

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, May 15, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

Meeting Minutes

Mountainside Public Library

April 17, 2023

Attendees: 5 Members

Alison Murphy (AM)	Ashley Osieja (AO)
Val Wass (VW)	Donald Rinaldo (DR)
Kristen Ciccimarra (KC)	

Library Director: Tammy Shaw

<u>Regrets</u>	Tricia Keane (TK)	Alex Van Deusen (AV)
	Michael Goodwin (MG)	Board Of Education Representative
	Donna Pacifico (DP)	Mayor Representative

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:10pm.

Trustee President, Alison Murphy read the Sunshine Act.

Minutes of March 20, 2023 meeting were not available and will be approved at a later date.

Library Director's Report

New operating hours began on April 1. Staff schedules have been adjusted accordingly and there have been no complaints from patrons or staff members.

The Borough of Mountainside has asked for some charge backs for services including payroll, DPW grounds maintenance, and insurance. After clarifying costs and services, it was agreed that the Library would incur the costs. The Board of Trustees passed a motion to pay for the 2023 charge backs out of the operating reserves since the charge backs were presented to the Library after the Library budget was passed and thus, the 2023 Library budget did not account for the 2023 charge backs. Motion to pay chargebacks to the Borough of Mountainside (VW/DR)

\$730 has been donated to the Friends of the Library in memorium to Janet Hartkopf.

New Business: Discussion of strategic planning process and shared services initiative to encourage Union County libraries to join a library consortium.

Motion to pass the Director's Report. (KC/DR)

Motion to approve the Treasurer's Report. (AO/KC) Bills signed by AM and AO.

Motion to adjourn at 8:10pm (KC/DR)

Meeting Minutes

Mountainside Public Library

May 15, 2023

Attendees: 7 Members

Alison Murphy (AM)	Ashley Osieja (AO)
Val Wass (VW)	Donald Rinaldo (DR)
Kristen Ciccimarra (KC)	Tricia Keane (TK)
Michael Goodwin (MG)	Board Of Education Representative

Library Director: Tammy Shaw

Regrets Alex Van Deusen (AV)
Donna Pacifico (DP) Mayor Representative

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:03pm.

Trustee President, Alison Murphy read the Sunshine Act.

Minutes of April 17, 2023 meeting were not available and will be approved at a later date.

Library Director's Report

DPW removed a dead tree.

The 2022 financial audit was completed.

The Director has contacted 5 potential consultants to assist with the community assessment portion of the strategic plan.

Motion to pass the Director's Report. (KC/MG)

Motion to approve the Treasurer's Report. (VW/KC).

Motion to approve the Bill List (TK/AO) signed by AM and TK.

Motion to adjourn at 8:01pm. (KC/MG)

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, July 17, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, September 18, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
- III. Director's Report
- IV. Treasurer's Report
- V. Approval of Bills
- VI. Old Business
- VII. New Business
- VIII. Friends
- IX. Public Discussion
- X. Adjournment

Meeting Minutes

Mountainside Public Library

July 17, 2023

Attendees: 7 Members

Alison Murphy (AM)	Ashley Osieja (AO)
Alex Van Deusen (AV)	Andrew Adornato
Val Wass (VW)	Donald Rinaldo (DR)
Donna Pacifico (DP)	Mayor Representative

Library Director: Tammy Shaw

Regrets Michael Goodwin, Board of Education Representative
Carlos Santos

Guests: None

Governance:

The meeting was held in a hybrid format with both in person attendees and those attending vi Zoom. The meeting was brought to order by Alison Murphy at 7:04pm.

Trustee President, Alison Murphy read the Sunshine Act.

The June 2023 meeting was not held due to a lack of a quorum; therefore, there are no June 2023 minutes.

Library Board President swore in new Trustee, Andrew Adornato.

Library Director's Report

S&S Roofing came to assess the damage from the July 4th storm and instead of assessing, fixed the problem without authorization.

AllRisk Remediation will remove and replace the damaged ceiling tiles and will clean the effected carpeting. The Borough is working with the library to file the insurance claim and secure the funds for the remediation of the ceiling tiles.

The Library Director will present the proposal for funding the community assessment to the Watts Foundation at their next meeting on September 18.

The Library Director reviewed the costs and benefits associated with remaining a stand alone library, joining LMxAC, or joining the MAIN Alliance consortium. A motion to vote for a consortium was made (AO/AV). The Library Board unanimously voted (AM, AV, DR, VW, DP, AO, AA) to join the MAIN Alliance consortium. The Library Director will submit a proposal to the Union County Commissioner to request

funding (\$18,800) for the data migration from the existing library system to the system used by the MAIN consortium.

Motion to pass the Director's Report. (AO/VW)

Motion to approve the May Bill List (VW/DR)

Motion to approve the June Bill List (AV/DP)

Library Board President, Alison Murphy appointed new officers: Alex Van Dusen, Vice President and Valerie Wass, Secretary

Motion to adjourn at 8:40pm.

MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
Monday, November 20, 2023
7:00 PM

Agenda

- I. Call to Order
- II. Approval Meeting Minutes
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- IV. Treasurer's Report
- V. Approval of Bills
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MOUNTAINSIDE PUBLIC LIBRARY

Board of Trustees Meeting
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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.